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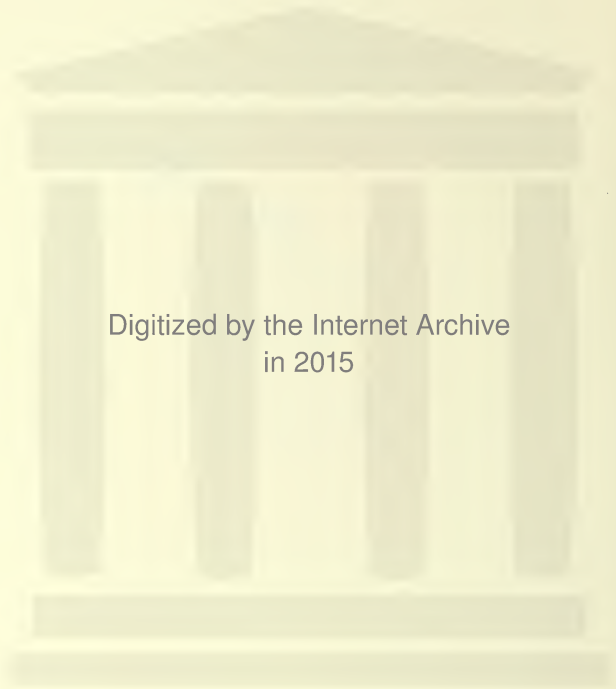

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7/15/04

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, July 15, 2004
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. MARINA BRANCH PEER REVIEW DISCUSSION
Presentation of and discussion of a peer review of proposed designs for the Marina Library.

3. BOND PROGRAM MANAGER'S REPORT DISCUSSION
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of *an informational presentation*: none; *regular reports*: program budget and schedule; active projects; and community outreach; and *special reports; none*
Explanatory documents: current Budget Report and Branch Library Summary Schedules

4. CITY LIBRARIAN SEARCH PROCESS ACTION
Discussion and possible action to contract with an executive search firm and to establish an Ad Hoc Search Committee of the Library Commission that will establish a selection process, including possibly contracting with an executive search firm, review applicants, recommend candidates for the Library Commission to consider as nominees to the Mayor for the position of City Librarian, and report regularly to the Commission at Commission meetings.

5. CITY LIBRARIAN'S REPORT DISCUSSION
by Deputy City Librarian Paul Underwood
(This item is to allow the Deputy City Librarian to report on recent Library activities and make announcements)
The Deputy City Librarian will report on the following subjects: a Chinatown reflooring project; farewell to Susan Hildreth; and exhibits and programs.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 409 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org/Sunshine

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 9/11/03

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6. LIBRARY 2004/05 BUDGET REPORT DISCUSSION
Presentation of, discussion of an update report on the Library's proposed 2004/05 Budget.

7. INCOMPATIBLE ACTIVITIES STATEMENT ACTION
Presentation of and discussion of and possible action to approve a proposed statement of incompatible activities for the Library and Library Commission.

8. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of June 3, 2004.
Explanatory document: draft Minutes

9. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of June 17, 2004.
Explanatory document: draft Minutes

10. FRIENDS OF THE LIBRARY REPORT DISCUSSION
(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

11. LABOR UNION REPORT
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

12. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration.)

13. ADJOURNMENT (requires motion and public comment) ACTION

7/9/04 - M. Housh, Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

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SAN FRANCISCO PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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draft

Gavin Newsom
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Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, July 15, 2004.
The San Francisco Public Library Commission held a regular meeting on Thursday, July 15, 2004, in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 4:04pm.

The following members were present: Bautista, Coulter, Higueras, Streets, and Strobin. It was noted that Commissioners Bautista and Chin's arrival was delayed. Vice President Steiman was reported excused attendance.

President Higueras announced that Mayor Newsom had accepted the Commission's unanimous recommendation made at its June 17th meeting that Paul Underwood be appointed Acting City Librarian.

Acting City Librarian Paul Underwood announced that Governor Schwarzenegger had appointed former City Librarian Susan Hildreth to be California State Librarian.

President Higueras announced that he was reordering the taking of agenda items with Agenda Item #4 City Librarian Search following Public Comment, and Agenda Item #2 the Marina Library Peer Review, then Agenda Item #3 the BLIP Manager's Report, then Agenda Item #7 Incompatible Activities Statement, and then Agenda item #6 Library 2004/05 Budget report followed by the remaining items in original order.

AGENDA ITEM #1 PUBLIC COMMENT

Public comment on AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public commented on Ms. Hildreth's appointment, the role of libraries as described in Dr. Starr's speech celebrating the San Francisco Public Library's 125th Anniversary, and regarding a previously presented security update as it related to urbanologist Jane Jacob's Dark Age Ahead.
Mr. Peter Warfield discussed excerpts from what he described as a Library Journal editorial applauding library gadflies.

AGENDA ITEM #2 MARINA LIBRARY PEER REVIEW

BLIP Manager Marilyn Thompson introduced the Marina Library Peer Review noted that the presentation would consist of an introduction, the architect's presentation, a Library response, the Peer Panel review, public comment, and concluding with Commission discussion. Ms. Thompson introduced the Marina Library's Architect Bobbie Fisch of the Tom Eliot Fisch/ Field Paoli Joint Venture designing the branch. Ms Fisch presented her proposed designs. Acting City Librarian Paul Underwood then presented the Library's response. The BLIP Manager then introduced the peer panelists: Lawson Willard, Willard Architecture; Robert Herman, Herman & Colliver; and Marie Fisher, Marie Fisher interior Design; who provided their critiques (copies attached) of the proposed design.

Public comment on AGENDA ITEM #2 MARINA LIBRARY PEER REVIEW

An anonymous member of the public commented on a lack of explanatory documents, found that seismic safety concerns were being neglected, and found the materials presented lacking in sufficient detail to inform any critique for what was being proposed.
Mr. Peter Warfield commented on what he found to be a lack of emphasis on or increase in the book collection, and questioned what he understood to be a proposal for combination of circulation and reference desks.
Architect Rubin Schwartz found the proposed design competent and complementary to the original design; additionally suggesting use of cork flooring, switching the proposed meeting room and mechanical room, and a more developed landscape plan.

Commission discussion of AGENDA ITEM #2 MARINA LIBRARY PEER REVIEW

In response to a query by Commissioner Coulter, the Acting City Librarian noted the proposed design called for a 200 linear feet increase in book shelving space in the Marina Library while still providing space to meet ADA (Americans with Disabilities Act) requirements, and noted that the branch design clearly shows separate reference and circulation desks. Responding to questions by Commissioner Bautista, Ms. Thompson noted that every effort was being made to use glazing and surface treatments resistant to graffiti. Commissioner Bautista also lauded the sound deadening properties of cork flooring and urged that teen users be consulted in finishing out of their proposed area. President Higueras agreed with the importance of involving and bringing in teen users, suggesting that the proposed browsing collection area in the front be switched with the proposed teen space. In response Chief of Branches Donna Corbeil noted that another important goal for this renovation was to preserve quiet space for reading for all users.

The Acting City Librarian left the meeting 5:40pm

AGENDA ITEM #4 CITY LIBRARIAN SEARCH PROCESS
(taken up out of order)

Library Human Resources Director Donna Marion reported on the staff work and ongoing discussions with the Hawkins Company, a City pre-approved executive search firm recommended for selection to conduct the search for a new City Librarian by a Library staff review committee. The Library's Director of Human Resources noted Mr. Hawkins would be assisted in the search by Library Consultant June Garcia. Ms. Marion then outlined aspects of a proposed national search process to be compliant with open meeting laws, and with opportunity for Library staff and public input leading to Library Commission recommendation of a candidate(s) to the Mayor to be the new City Librarian before the end of this year. Mr. Hawkins then presented a proposed workplan (copy attached).

President Higueras called a recess at 6:00pm.
President Higueras left the meeting during the recess

Commissioner Coulter called the meeting back into session at 6:14pm.

Ms. Marion recommended that the Commissioners approve the proposed contract with the Hawkins Company to conduct an executive search for candidates for the Library Commission's review and consideration to recommend to the Mayor for appointment as City Librarian.

Public comment on AGENDA ITEM #4 CITY LIBRARIAN SEARCH PROCESS

An anonymous member of the public commented that use of gift funds for the search process signaled that there would not be an open process and urged consideration by potential applicants of previous controversies concerning selection of City Librarian.
Mr. Peter Warfield expressed concern that the City Librarian search, a core function, be privately funded and found the proposed process did not allow for sufficient input from members of the public such as himself.
Ms. Andrea Grimes, Librarian's Guild, urge that Library staff be actively involved in the City Librarian search process

Commission discussion of AGENDA ITEM #4 CITY LIBRARIAN SEARCH PROCESS

The Commissioners discussed how the search would be funded through use of gift funds as the Board of Supervisors had cut funds designated for the search from the Library's Budget. There was also discussion of details of Mr. Hawkins' previous experience, the various processes to be developed to recruit and screen candidates, gather Library staff input and public comment, and about a proposed timeline for the search process

MOTION: Commissioner Bautista, 2nd Commissioner Streets for approval of a contract with the Hawkins Company to conduct an executive search for candidates for the Library Commission to recommend to the Mayor for appointment as City Librarian.

Adopted by the following vote:
AYE -0 (Bautista, Chin, Coulter, and Streets)

The Acting City Librarian rejoined the meeting at 6:45pm

AGENDA ITEM #3 BOND PROGRAM MANAGER'S REPORT
(taken up out of order)

(Presented by Branch Library Improvement Program Manager Marilyn Thompson -This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

Ms. Thompson reported there would be no informational presentation at the meeting. The BLIP Manager next presented the current budget and schedule of active projects, and community outreach update report. The BLIP Manager followed with a construction activities report, (copies attached). Ms. Thompson noted there would be no special report.

Public comment on AGENDA ITEM #3 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public found the print in the reports too small, expressed dismay at what they found to be unreasonable delay in addressing seismic safety issues, and questioned if sufficient funds were available for the Parkside Branch
Mr. Peter Warfield commented that the reports were difficult to understand and suggested that seismic risk issues were not being addressed in a timely manner. Mr. Warfield also proposed that the Library seismically upgrade the Richmond Branch prior to its planned renovation.

AGENDA ITEM #7 INCOMPATIBLE ACTIVITIES STATEMENT
(taken up out of order)

Ms. Donna Marion, Library Human Resources Director and Deputy City Attorney Catharine Barnes provided the Commissioners with an overview of the background to and details of the new requirement that led to the drafting of the proposed statement of Incompatible Activities, (copy attached), for the Library Commission and the Library Department as a result of voter approval of Prop E (Conflict of Interest Regulations 2003).

Public comment on AGENDA ITEM #7 INCOMPATIBLE ACTIVITIES STATEMENT

An anonymous member of the public commented that they could not imagine how any policy outlawing favoritism would be approved by the Library Commission.

Commission discussion of AGENDA ITEM #7 INCOMPATIBLE ACTIVITIES STATEMENT

MOTION: by Commissioner Streets, 2nd Commissioner Chin for approval of the proposed Statement of Incompatible Activities for the Public Library Commission and Public Library Department.

Adopted by the following vote:
AYE 4-0 (Bautista, Chin, Coulter, and Streets)

AGENDA ITEM #6 LIBRARY 2004/05 BUDGET REPORT
(taken up out of order)

Library Finance Director George Nichols presented an overview (copy attached) of the current status of the Library's proposed 2004/05 Budget under consideration at the Board of Supervisors.

Public comment on AGENDA ITEM #6 LIBRARY 2004/05 BUDGET REPORT

An anonymous member of the public questioned Mr. Nichol's report concerning the Budget Committee of the Board of Supervisors' approval of a budget reserve to fund RFID, suggesting that the Board had only delayed making a decision. This person also

discussed Supervisor Daly's action to put two senior Library staff members' salaries on reserve because of a perceived delay by the Library in expending Prop. E (Library Preservation Fund 1994) monies on San Francisco Unified School District school libraries as directed by the Board last year.
Mr. Peter Warfield found the RFID discussion at the Budget Committee interesting and noted that he had challenged the accuracy of reports concerning library staff RSI (repetitive stress injuries).
Ms. Deborah Doyle, Friends of the San Francisco Public Library, commended Mr. Nichols and former City librarian Susan Hildreth's outstanding work in defending the Library's budget before the Budget Committee, noting Supervisors had lauded Ms. Hildreth as one of the best City department managers. Ms. Doyle also called attention to Library staff testimony supporting RFID.

Commission discussion of AGENDA ITEM #6 LIBRARY 2004/05 BUDGET REPORT

In response to Commissioner Streets' questions, Mr. Nichols noted that it was not likely that the San Francisco Unified School District would forgo accepting the $500.000 in Library Prop. E funds given to them last year by the Board of Supervisors in light of their recent windfall from settlement of outstanding litigation.

In view of an imminent loss of the meeting's quorum Commission Coulter continued the remaining agenda items to consideration at a future meeting and moved to adjournment.

AGENDA ITEM # 13 ADJOURNMENT

MOTION: by Commissioner Chin, 2nd Commissioner Bautista that the meeting be adjourned.

Public comment on AGENDA ITEM # 10 ADJOURNMENT

None offered.

The meeting was adjourned at 7:52pm.

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Streets)

Michael Housh, Commission Secretary 7/28/04

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS:

Marina Library Peer Panelist critiques
Branch Library Improvement Program (BLIP) Manager's Report notes
Branch Library Improvement Program Schedule 2/19/04
Branch Library Improvement Program Budget 6/17/04
Marina Peer Review floor plan and reviewer's comments
The Hawkins Company City Librarian search workplan
2004/05 Library Budget Summary Report

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

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Minutes of the Library Commission Meeting July 15, 2004
Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Comments and Questions re: Marina Branch Library Renovation

From an interior design view, it clearly seems the essence that was the Marina Branch in its 'heyday' is being beautifully enhanced. The light and airiness of the space, the open view pinwheel plan, visual access of outside to inside.... these qualities are skillfully being accentuated. Further development of lighting elements and the furnishings will enhance further, and draw the complete picture.

The addition of Chestnut St. Browsing Room scheme is no deterence from the original 1950's architecture. The addition positions itself wisely in the program, and thoughtfully in the site. Brilliant not to try to extend the existing '50's design, but to define the difference without overwhelming the original.

As an early user with small children of the Marina branch, (a trip to the playground included a library visit and vice versa), and judging from the current heavy daily use of the 2 playgrounds adjacent to the library, it is certain the children's area, storytelling, and children's programs are, and will continue to have higher use than most branches. What, in addition to what is in the Schematic, will facilitate and enhance the heavy 'little kid with accompanying adult' use? How are some of the ways the flexible, moveable stacks work here?

Further explanation from plans re: computer stations, (how many? where are they?) and their integration into/with quiet study and reading areas. Same for individual study carrels.

Marie Fisher Interior Design

The general design approach seems excellent, which comes as no surprise, considering the fine reputation of the Joint Venture design team.

EXTERIOR

1. The front addition substantially enlivens the street elevation, creating a more inviting connection with Chestnut Street. However, the main entrance location is slightly less apparent, which is nevertheless okay - there's a bit of discovery that will take place. Although objections were raised to extending the existing front trellis toward the west, one of four design alternatives previously considered by the designers, it still seems worth revisiting

A. A trellis often signifies "point of entry" which, if placed in front of the proposed entry, clarifies its location,
especially for people approaching the building from the east, as pedestrians or by auto.

B. The existing trellis already extends itself past the building toward the east. Extending it also toward the west
might strengthen its role as the principal welcoming architectural element at the front of the building.

C. Entering the building beneath a vine covered trellis could be a welcoming delight.

2. Consideration of new exterior materials for the front addition and other portions of the building could include use of the same size concrete blocks, but not attempt to match the aged, existing blocks. Instead, some sort of vertical separation joint material might be used between old and new. Color of the new block could be subtly contrasting with the existing, or include glazed concrete blocks at selected locations, especially the front addition.

3. The front addition, +/or exterior wall adjacent to the main entry, could include a display window, or community bulletin board visible at all hours.

4. If a community bulletin board were installed at the exterior, near the main entry door, it might be the subject of a community art project. If so, it would be appropriate for the design team to have an important place on the competition design jury!

5. Since there will be a generous front courtyard, even after the front addition has been built, its use will remain largely ornamental (which is okay!), but there would be ample space available for an exterior kiosk for display or community bulletins, etc.

6. Development of the east courtyard as currently proposed, appears to be subject to major revision due to budgeting. It is the leeward side of the building, good for outdoor use, so justifies expenditure of some funds.

SEISMIC UPGRADE

1. This is not an easy "fix" if the integrity of the building is to be well respected. Since the design has only progressed through Schematics, the current seismic bracing alternative schemes have not yet been fully drawn, especially depictions of many steel connections which will be highly visible on the interior and somewhat less on the exterior.

2. A hybrid solution to the east wall was discussed, which combined moment-frames with a truss-like pattern for the top chords. The reasoning relates to the very thin existing roof assembly which defies accommodation with the top chord of a typical moment frame. Substituting a truss-like top chord might allow for a more compatible connection with the roof plane.

INTERIOR DESIGN

1. Separation of kids and adults seems well planned. Location of Young Adults is not clear, but there might be no opportunity for a dedicated location for them.

2. Closing off the kids' area fireplace, if contemplated, seems like a dreadful mistake, despite objections from some member of the community that it reminds kids of the Hansel & Gretel story. A fireplace is not an Oven. A fireplace has, for centuries, if not millennia, been the strongest of all architectural symbols of home and security. Retaining it as a teaching tool, alone, is worth it. Even though no fires are allowed, it could be used as a mini-stage for appropriate object display, thanksgiving holiday decoration, etc.

3. The building program encouraged a variety of seating conditions, presumably ranging from general to quasi-private, from typical chairs to stretching along a window bench. The proposed seating layout is very good, but there was discussion of eliminating all or some of the existing perimeter benches.

A. Retaining and modifying all or some of the existing benches along the window wall is very tempting. No need to add backs, just use benches to sit for relatively short periods, leaving personal things next to you. Perhaps, make benches deeper and add long, fastened cushions. Limit heating slots to zone next to the windows. Retain existing baseboard heating elements if possible, saving money for other improvements.

B. If benches seem too low, they would be, of course perfectly okay for kids or young adults. If long cushions were installed, the height would become normal. Without cushions, the bench height would still work for most people, other than very elderly who need arm rests.

C. For private reading it's hard to beat a seat in or near the stacks. Or, at least have some stacks with hinged shelving that creates a temporary ledge for holding a book. A more expensive approach would consider punching (3) small windows in the north exterior wall, aligned with the stack aisles, with a small desk or chair at each of the windows.

4. Existing general lighting is good and recently installed. It does not seem to need significant upgrading, allowing its budget line to be assigned.

5. Flooring material could certainly be sheet material, preferably sustainable, but there is a strong aesthetic case for carpet which signifies a space more like a home away from home. The designers strongly prefer carpet, at least for the children's area and I agree. In other areas, perhaps carpet can be used in designated areas, rather than throughout. This might be a case for higher maintenance for the sake of establishing the best character. Carpet manufacturers probably make a strong case for a favorable comparative maintenance cost with sheet material.

A. Adding carpet will not actually reduce noise reverberation very much unless a thick pad is included. However, the quite real illusion of the space being quieter will probably occur.

6. No acoustic reverberation treatment was discussed, and perhaps is unnecessary. However, the design team might wish to consult with an acoustic engineer for limited advice.

7. Restrooms are well located. If possible, include a baby changing space within both men's and women's rooms. Minimum would be to install within the HC water closet enclosure.

This report is probably too long. If there is time for a response, I could boil it way down afterwards. Its length in no way implies any disappointment with the proposed Schematic Design approach!

Regards, Bob Herman, FAIA

I like the over all schematic design. I think the addition's glass and copper walls will be dramatic both during the day and at night. I wish the addition came further to the street but more square footage equal more dollars. More specifically:

1. Would it be possible to raise the ceiling height of the browsing room by 1'-6"? I believe height will lend equal balance between the browsing room, children's area and the stacks. I like the low 8'-1" transition space between the entry to the browsing room. The increase in height would give prominence to the browsing room and the entrance of the library which is currently tucked under a low slopped roof. I like the sun shade on south elevation of the addition. Is there a similar awning over the exterior book drop or pay phone?
2. I suggest to increase the size and the numbers of doors to the courtyard. I understand security is an issue but with one door, both the physical and visual link is diminished. Has any thought be given to removing the metal security mesh around the awning windows? Is there another way to secure the openings?
3. The structural system needs to be refined. I suggest to use the diagonal bracing option. Is it possible to lower the horizontal members to align with the horizontal storefront system? The diagonal members would become longer. Is it possible to make these members thinner and also reduce the size of the gusset plates. I know this is asking a lot of a limited budget. I believe the structural system will have a significant impact on the existing building.
4. Would it be possible to replace the skylight above the east wall in the children's area? Probably not due to roofs structural requirements?
5. Are there aspects to the design that are sustainable? Maybe developed in design development?
6. On the existing east elevation, there is metallic film on the windows. I assume to reduce the heat gain from the morning sun. Do you expect the new landscaping to mitigate this? If landscape can not reduce the heat gain is there an architectural element that can?
7. I agree with Bob Herman's suggestion to leave the existing lighting in the stack area. This will save dollars needed else where.
8. I suggest to leave the perimeter bench to save money.

9. I suggest carpet and very soft seating in the young children's area.

10. Is is possible to continue the meandering path from Bay Street to the rear of the library to Chestnut Street. It seams that this path is frequently used and could be a strong element.

Lawson Willard, AIA

San Francisco Public Library

Library Commission
July 15, 2004

Public Comment

Marina Branch Peer Review

Introduction
Architect's Presentation
Library's Response
Design Review
Public Comment
Commission Discussion

Marina Branch Peer Review

Architect's Presentation:

Bobbie Fisch
Tom Eliot Fisch / Field Paoli, Joint Venture

Marina Branch Peer Review

Library's Response:

Paul Underwood, Acting City Librarian

Marina Branch Peer Review

Design Review:

Peer Panel Members
Lawson Willard, Lawson Willard Architecture
Robert Herman, FAIA, Herman & Coliver, Architecture
Marie Fisher, Marie Fisher Interior Design

Marina Branch Peer Review

Public Comment

Marina Branch Peer Review

Commission Discussion

Bond Program Manager's Reports

Informational Presentations
Regular Reports
Special Reports

Bond Program Manager's Reports

Informational Presentations

None

Bond Program Manger's Reports

Regular Reports:

Budget Report
Schedule Report
Active Projects Reports
Construction Reports
Community Outreach Update

Bond Program Manager's Report

Budget Report

Budget Report

- Recap:
  - 10-10-01 Baseline Budget & Reserve established
  - 11-15-01 Glen Park increased $88,000 for site acquisition
  - 01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
  - 05-16-02 Art Enrichment Program Funded ($302,000 from 6 projects)
  - 06-20-02 Mission Bay increased $653,000 for site acquisition
  - 12-20-02 Ingleside increased $455,000 for site acquisition
  - 02-20-03 Friends & Foundation Budget for FF&E updated
  - 04-17-03 VVA increased $716,000 for site acquisition
  - 06-26-03 DRE increased $115,281
  - 10-16-03 Relocation & Moving Budgets for SSF & EXC allocated
  - 02-19-04 Library Preservation Fund added
  - TODAY no changes

Bond Program Manager's Report

Schedule Report

Schedule Report

- Recap:
  - 10-10-01 Baseline Schedule established
  - 12-20-01 Revised Glen Park to match Developer's schedule
  - 01-17-02 Issued detailed schedules for Phases 1-2
  - 02-21-02 Revised to reflect Prop 14 strategy
    Revised Mission Bay to match Developer's schedule
  - 03-21-02 Issued detailed schedules for all Phases
  - 04-18-02 Revised to reflect Prop 14 strategy
  - 06-20-02 Adjusted projects for geographic distribution
  - 04-17-03 Revised to reflect revised Prop 14 strategy
    Revised Mission Bay to match Developer's schedule
    Revised Glen Park to match Developer's schedule
  - 02/19/04 Various changes per memo dated 2/17/04
  - TODAY No changes

Bond Program Manager's Report

Active Projects Reports

New Construction
Renovations

Active Projects Reports
New Construction

- Glen Park
  - Construction start imminent
  - Schematic Design Phase
- Ingleside
  - Schematic Design Phase – on hold
- Portola
  - Schematic Design Phase – on hold

Active Projects Reports
New Construction

- Visitacion Valley
  - Supermarket lease extended
  - Conceptual Design phase – on hold
- Ortega
  - Conceptual Design phase – on hold

Active Projects Reports
Renovations

- West Portal
  - Construction Documents Phase
  - Permit application
  - Power Pole & Neighbors
  - Interim Services
  - Civic Design Review
- Sunset
  - Design Development Design Phase
  - Interim Services

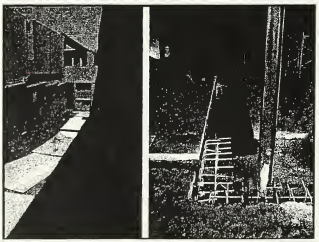
Active Projects Reports
Renovations

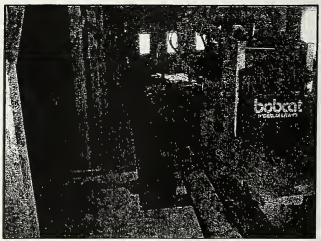
- Noe Valley
  - Schematic Design Phase
  - Permit application
- Western Addition
  - Schematic Design Phase
  - Review by RecPark & Planning
- Marina
  - Schematic Design Phase
  - Geotechnical Testing & Report
  - Review by RecPark & Planning

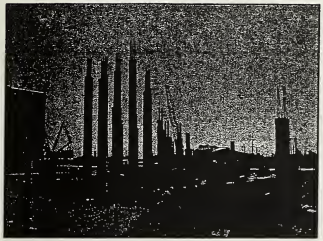
Active Projects Reports
Renovations

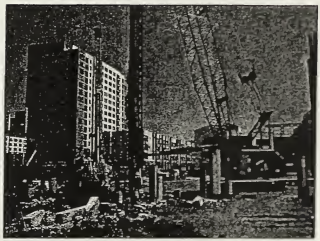
- Richmond
  - Construction Documents Phase – on hold
- Parkside
  - Expansion approved
  - Conceptual Design Phase – on hold

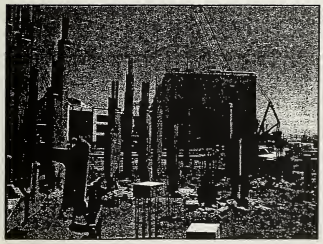
Bond Program Manager's Report
Construction Report

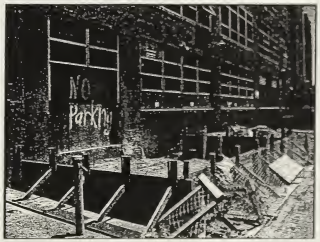











NO
Parking

Bond Program Manager's Report

Community Outreach Update

- Library meetings:
  None
- Library invited:
  06/24 SF AIA Chapter Discussion
  07/7&8 RecPark Capital Planning Meetings
  07/24 Planning Dept. Schlage Lock Planning Meeting
- Related City Boards/Commissions:
  None
- Other Outreach:
  Website - www.sfpl.org/news/bip/improvementprogram.htm
  Newsletter - issued quarterly (Spring 2004)
  Bulletin Board – Sixth Floor

Bond Program Manager's Reports

Special Reports:

None

City Librarian Search Process

Incompatible Activities Statement

City Librarian's Report

Library 2004/05 Budget Report

Approval of the Minutes
June 3, 2004

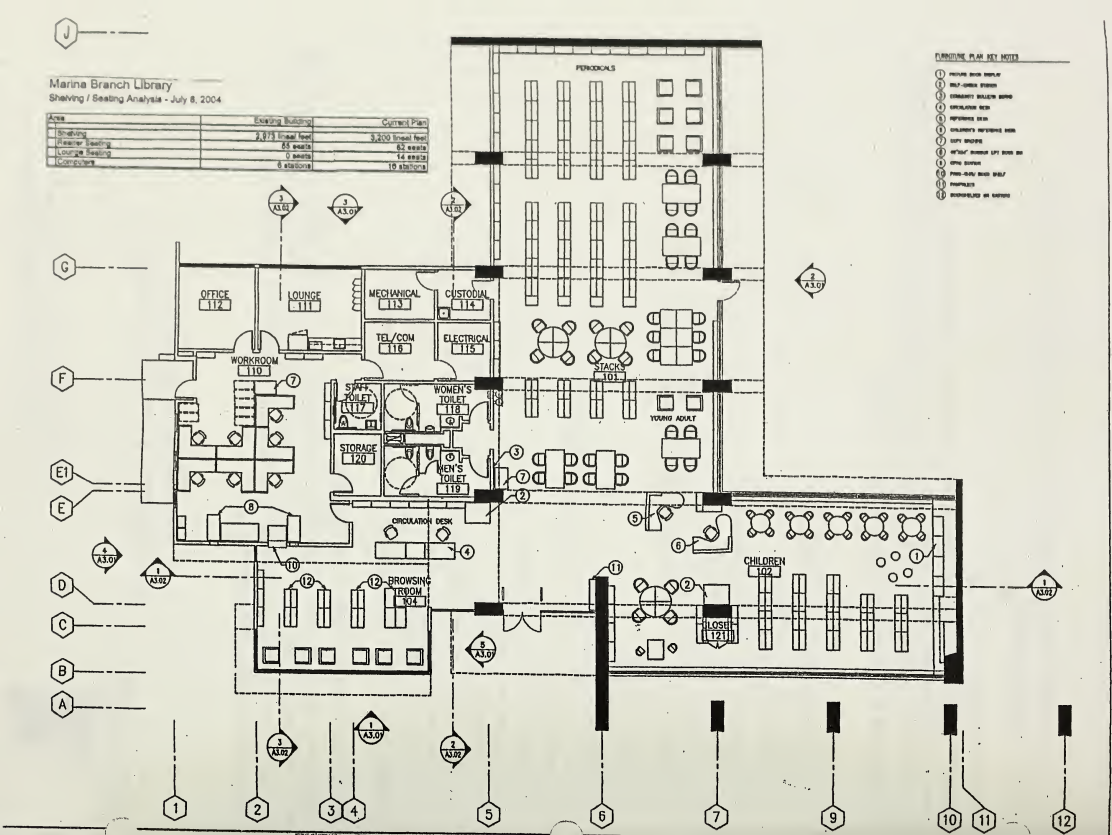
Approval of the Minutes
June 17, 2004

Friends of the Library Report

Labor Union Report

New Business

Adjournment


Marina Branch Library
Shelving / Seating Analysis - July 8, 2004
Area | Existing Building | Current Plan
Shelving | 2,973 lineal feet | 3,200 lineal feet
Reader Seating | 85 seats | 62 seats
Lounge Seating | 0 seats | 14 seats
Computers | 6 stations | 10 stations
FURNITURE PLAN KEY NOTES
PERIODICALS
OFFICE 112
LOUNGE 111
MECHANICAL 113
CUSTODIAL 114
TEL/COM 116
ELECTRICAL 115
WORKROOM 110
STAFF TOILET 117
WOMEN'S TOILET 118
STORAGE 120
MEN'S TOILET 119
CIRCULATION DESK
BROWSING ROOM 104
STACKS 103
YOUNG ADULT
CHILDREN 102
CLOSET 121
A3.01
A3.07
A3.02

BRANCH LIBRARY
IMPROVEMENT PROGRAM

Marina Branch Library Renovation
Frequently Asked Questions

Q. What are the plans for the branch?
A. The renovation priorities include making the branch seismically safe, accessible, and technologically updated. Both the public and staff areas will become more functional. A small expansion in the front, towards the street is planned to recoup space needed for disabled access, seismic work, and building system upgrades.

Q. What will be some of the benefits of the renovated branch?

- Seismic strengthening
- New and accessible restrooms
- More visible and inviting entry
- Designated Teen Area
- Quiet adult reading area
- Flexible space for programs
- Better lighting
- New furniture, shelving, and materials displays
- Exterior book drop
- Clearer signage
- New computers
- Flexible Children's area for story time and other programs
- New self-check machines and reserves pick up area
- A variety of seating choices
- New browsing and periodicals areas
- Improved landscaping
- Better staff work areas
- Improved heating and ventilation

Q. When will the branch be closed and for how long?
A. The branch is scheduled to close for construction in spring 2005 and reopen in early 2007 or sooner. During the renovation, library services will be provided by increasing hours at nearby branches, holding programs at neighborhood schools and community centers, and by bookmobile service.

Q. Who are the architects?
A. The joint venture team of architecture firms Tom Eliot Fisch and Field Paoli.

Q. Will the amount of books increase?
A. While the materials (books, CDs, DVDs, videos, books on tape, etc.) collection will remain the same size, the renovated library will have increased shelving capacity to allow for future growth. Also, materials will be easier to find on new shelves in an improved layout. The small addition will cover increased accessibility, system upgrades, and improved functionality.

Q. What happens to the existing furniture?
A. Some original pieces may be restored, but most of the furniture will be replaced. The Library has developed interior design guidelines to help the architects and staff choose appropriate furniture based on functionality, ergonomics, durability, maintenance, flexibility, sustainability, as well as the architectural period.

Q. Is the community involved in the design process?
A. Yes. A survey was conducted in fall 2002, where 361people gave their opinion about materials, facilities, and services at the branch. Three community meetings were held at the branch to discuss services and review design ideas (September 2002, January 2003 & April 2004). A community meeting is being held in July 2004 to discuss the direction of the current design. Before the plans are finalized, the Library Commission will conduct a public Peer Review where an independent architect, planner, or other specialist, and an interior designer review the design. Then the architects will go back to the community to discuss the final plans.

Q. Is the Library and the Recreation & Park Dept. working together on their projects?
A. Yes. We keep in touch on the timeline and scope of each of our projects.

Q. Where does the money come from to renovate the branch?
A. In November 2000, the voters overwhelmingly passed a bond measure for $106 million to upgrade San Francisco's branch library system. The bond's priorities are to reduce seismic risk, meet modern technological needs and current code requirements, comply with the Americans with Disabilities Act (ADA), and provide spaces that are responsive to current services, yet flexible enough to meet future needs. In addition, while the bond pays for a significant portion of the costs, it does not pay for furniture, fixtures, and equipment. The Friends of the San Francisco Public Library will raise $16 million from private donations to pay for these costs. Call (415) 437-4859 to help with the Friends campaign.

Q. How much money goes for the Marina Branch?
A. The project has an estimated budget of $3.9 million (approximately $2.9 million for construction costs and contingencies) to renovate and expand the building.

Q. How do I find out more information about my branch renovation?
A. Contact the Branch Library Improvement Program at (415) 557-4354, check www.sfpl.org, or email BLIP@sfpl.org.

BRANCH LIBRARY
IMPROVEMENT PROGRAM

Marina Branch Library Renovation
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CONFIDENTIAL WORK PLAN

THE HAWKINS COMPANY

SAN FRANCISCO PUBLIC LIBRARY

CITY LIBRARIAN

EXECUTIVE SEARCH

July 2004

San Francisco Public Library
Meeting with Commission Members

July 15, 2004

AGENDA

- Introduction/Qualifications and Experience
- Clarifying Roles and Responsibilities
- Developing a Position Profile for the New City Librarian

    1) Key Attributes
    2) Ideal Qualifications

- Review Work Plan
- Review Search Calendar
- Discussing of Stakeholder Engagement Process

    a) All Staff meeting
    b) Three Community Forums
    c) Survey

QUALIFICATIONS AND EXPERIENCE

The Hawkins Company, established in 1984, is a management consulting firm specializing in executive recruitment. ***The Hawkins Company*** has developed a general practice that focuses on achieving the staffing objectives of private, public and nonprofit clients.

The Hawkins Company is exceptionally well qualified to assist with your staffing needs for the following reasons:

- ***The Hawkins Company*** **is one of the premier minority-owned, senior level executive search firms in the United States, and offers an unbiased professional approach in successfully completing executive search assignments.**

- ***The Hawkins Company*** **utilizes a well-defined six step process in conducting senior level search assignments for Fortune 500 corporations, small and medium size companies, municipalities, public agencies, educational institutions, nonprofits and start-up organizations.**

- ***The Hawkins Company*** **has extensive experience in working with elected officials, boards, top administrators, corporate executives and human resource professionals in designing effective recruitment strategies.**

- ***The Hawkins Company*** **is sensitive to issues of diversity and maintains excellent relationships with various professional organizations and associations.** ***The Hawkins Company*** **has been recognized by** ***The Wall Street Journal*** **for its expertise in diversity recruiting.**

- ***The Hawkins Company*** **has conducted senior level library recruitments for the cities of Brooklyn New York, Oakland, CA, Atlanta, Georgia, Gary, IN, and Inglewood, CA.**

SAN FRANCISCO PUBLIC LIBRARY

DEFINITION OF ROLES AND RESPONSIBILITIES IN THE SEARCH FOR AN CITY LIBRARIAN
July 2004

The Library Commission recognizes the importance of clearly defined roles and responsibilities in the City Librarian search process. In endorsing the following definitions, the Commission will be setting forth the expectations and roles for the Commission and its search consultants.

1. **Library Commission:** The Library Commission is the appointed body charged with the responsibility of recommending to the Mayor candidates for the City Librarian position who can effectively administer the Commission's policies and provide leadership for the SFPL.

The Commission is appointed to make this and many other decisions. Only the Commission can make these decisions on behalf of the City. This Commission recognizes that some decisions that it makes are of great interest to its stakeholders. The selection of a City Librarian is one of the most important decision that the Commission makes. The Commission is committed to making this decision by doing the following:

- Considering a broad range of input in the decision-making process from within and outside of the organization, including administrators and staff, advocacy groups, governmental officials, civic leaders, community organizations and other stakeholders.

- Working with the search consultant(s) to establish a profile and qualifications for the desired candidate. This may include group and individual meetings with commission members, staff and/or others. Determining other public engagement strategies to use during the search process and determining a search calendar to ensure selection of a new City Librarian.

- Working with the search consultants to identify sources of potential applicants/candidates, fully participating in the candidate selection and interviewing process, determining finalist(s) and making the final recommendation(s) to the Mayor, utilizing stakeholder input as appropriate:

- Ensuring that members place the welfare and best interests of the organization ahead of all special and personal interests, guarding against inaccuracies, biases and careless actions; and using common sense, good judgment and ethical principals during the entire search process; and

- Acknowledging that only the Commission Chair or the designee is authorized to speak to the news media/public on behalf of the Commission during the search process.

2. **Search Consultants:** The role of the search consultant is as follows:

- Working with the Commission to establish a profile of the desired candidate and criteria for selection.

- Working with the Commission to establish a search process and work plan, including a search calendar; and guiding the Commission's work to meet the overall time line established by the Commission;

- Identifying qualified candidates throughout the nation based upon the approved criteria;

- Conducting all aspects of the recruitment process to ensure that qualified individuals are recommended to the Commission for consideration;

- Working with commission members to select final candidates to be interviewed by the Commission;

- Assisting the Commission with the interviewing and evaluating processes, leading to the selection by the Commission of the final candidate(s) for recommendation to the Mayor.

- Assisting with final salary negotiations and terms and conditions of employment.

San Francisco Public Library
City Librarian

Interview and Prospective Candidate Suggestions

1. **Please indicate what you feel the key attributes for the City Librarian are:**

2. **Please indicate below the top three (3) priorities for the San Francisco Public Library system?**

San Francisco Public Library
City Librarian Search

Overview of Proposed Tasks and Timelines

	Proposed Tasks	Proposed Timelines
1.	Initial meeting with Commission members and search consultants.	July 15th 2004
2.	Interview Commission members, San Francisco Public Library officials and other stakeholders by phone or in person; participate in other stakeholder engagement activities as determined by the Commission.	July 19th - August 8th 2004
3.	Finalization and approval of recruitment profile.	August 19, 2004
4.	Advertising of the position.	August 20, 2004
5.	Recruitment by search consultants.	August 23rd - September 30th
6.	Requested application deadline.	September 30, 2004
7.	Candidate evaluations by search consultants.	October 1st - October 15th
8.	Presentation of recruitment report to Commission.	October 21, 2004
9.	Commission interviews final (3-5) candidates.	October 29, 2004
10.	Commission selects finalist for recommendation to the Mayor.	November 4, 2004
11.	Mayor elects the City Librarian.	

Adjustments May Be Made To This Timeline As Needed

CHIEF LIBRARIAN SEARCH
Suggested Work Plan

Procedure	CONSULTANTS Responsibility	COMMISSION Responsibility
1 Position and Organizational Analysis	a) Meet with Commission tour system, to better understand needs of the San Francisco Public Library and the community. b) Interview key people related to the position. c) Assist in planning stakeholder engagement. d) Develop draft of position criteria/announcement. e) Aid in developing selection procedures and search calendar.	a) Provide pertinent facts to Consultant. b) Identify key people for Consultant to interview. c) Determine stakeholder engagement. d) Aid in drafting position criteria/announcement. e) Determine selection criteria, procedures to be used and a search calendar.
2 Market Analysis for Potential Candidates	a) Use Consultant(s) sources for potential candidates, including non-traditional. b) Establish specific recruitment procedures for search based on internal data and input from the Commission.	a) Indicate sources that should be favored, including any advertising for the position. b) Indicate sources that should not be contacted.
3 Recruitment	a) Contact sources and develop new sources. b) Place advertisements and/or announcements. c) Receive resumes/respondent information.	a) Suggest candidates that should be contacted, if they are known.
4 Candidate Evaluations	a) Rate respondents and potential candidates materials using resume rating instrument. Conduct personal interviews and background investigations. b) Present report to Commission of the top 8 to 10 candidates.	

5 Interviews of Selected Candidates	a) Prepare interview guides/ question rating forms. b) Coordinate or schedule interviews.	a) Select final (3-5) candidates. b) Conduct candidate interviews. c) Provide pertinent information on results of interview and rating forms.
6 Selection Decisions	a) Meet with or advise Commission on final Mayoral recommendations. b) Assist in determination of conditions of employment and negotiate terms (optional).	a) Recommend final candidate(s) to Mayor. b) Arrange event to introduce the new Chief Librarian.
7 Post Selection Activities	a) Handle search closing activities such as calling or sending letters to all respondents/candidates or preparing letters for Commission President's signature and preparing any required reports.	a) Hold retreat/meeting with new Chief Librarian to clarify roles, responsibilities, priorities, evaluation procedures, etc. (Recommendation). b) Establish performance assessment goals and objectives within 1-2 months after hiring or after retreat. (Recommendation).

COMMUNITY ENGAGEMENT PROCESS

The purpose of ascertaining stakeholder input is vital to the effective outreach and recruitment of highly qualified candidates for the City Librarian position. Input from various stakeholder groups and individuals will aid the Commission in shaping the recruitment profile and provide invaluable information to the Commission, consultants and candidates.

In addition to meeting with the Commission and other key stakeholders, we recommend the following community engagement process:

1. **Neighbor Forum (3) :** To allow library patrons, friends, staff and community to hear from the Commission regarding the City Librarian search and receive input regarding attributes and qualities desired in the City Librarian; and what priorities should be addressed by the City Librarian and the San Francisco Public Library.

2. **All Staff meeting (1) :** Opportunity to receive feedback and candidate recommendations from staff.

3. **Survey :** Develop (Consultant/Commission/Staff) survey to receive written input regarding desired attributes and qualifications for the next City Librarian.

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
July 15, 2004

Branch	BUDGET		REVENUE					EXPENDITURES/ENCUMBRANCES	
			FUND STRATEGY			FUND STATUS			
	Baseline Budget (10/01)	Approved Budget (1/04)	City Prop. A Bonds	Other Funds	Total All Sources	Appropriated	Total Available	Actual 30-Jun-04 B	New This Month
Site Acquisitions & New Construction									
Glen Park	4,570,000	4,681,000	4,681,000		4,681,000	4,728,250	4,728,250	212,411	(84,672)
Ingleside	4,570,000	4,843,000	1,943,000	2,900,000 (1)	4,843,000	2,890,000	2,890,000	2,536,453	-
Mission Bay	3,350,000	3,957,000	3,957,000		3,957,000	3,957,000	3,957,000	3,521,506	31,699
Portola	4,570,000	4,388,000	1,988,000	2,400,000 (1)	4,388,000	2,435,000	2,435,000	1,876,752	228
Visitacion Valley	5,320,000	5,826,500	5,826,500		5,826,500	2,870,000	2,870,000	2,232,306	1,530
Support Services	9,080,000	8,876,000	8,876,000		8,876,000	8,626,000	8,626,000	8,814,216	-
SUBTOTAL	*31,460,000*	*32,571,500*	*27,271,500*	*5,300,000*	*32,571,500*	*25,506,250*	*25,506,250*	*19,193,644*	*(51,215)*
Renovations									
Anza	4,740,000	4,503,000	4,503,000		4,503,000				
Bayview	3,820,000	3,629,000	3,629,000		3,629,000			18,690	
Bernal Heights	5,350,000	5,082,500	5,082,500		5,082,500			54,732	42,273
Eureka Valley	4,580,000	4,351,000	4,351,000		4,351,000			18,202	
Excelsior	3,820,000	3,649,000	3,649,000		3,649,000	3,629,000	3,629,000	2,844,696	175,994
Golden Gate Valley	5,340,000	5,073,000	5,073,000		5,073,000	50,000	50,000		
Marina	4,110,000	3,904,500	3,904,500		3,904,500	976,125	976,125	525,831	
Merced	4,200,000	3,990,000	3,990,000		3,990,000	-	-		
Noe Valley	4,410,000	4,189,500	4,189,500		4,189,500	1,047,125	1,047,125	734,745	(1)
North Beach	3,460,000	3,287,000	3,287,000		3,287,000	821,750	821,750	118	
Ortega	3,560,000	3,382,000	3,382,000		3,382,000	350,000	350,000	140,768	-
Park	1,310,000	1,244,500	1,244,500		1,244,500	-	-		
Parkside	2,880,000	3,236,000	3,236,000		3,236,000	2,736,000	2,736,000	89,204	
Potrero	4,230,000	4,018,500	4,018,500		4,018,500	-	-	10,279	
Presidio	1,530,000	1,453,500	1,453,500		1,453,500	353,400	353,400	124,894	
Richmond	7,830,000	7,141,500	41,500	7,100,000 (1) (2)	7,141,500	2,441,500	2,441,500	994,313	-
Sunset	1,490,000	1,415,500	1,415,500		1,415,500	1,415,500	1,415,500	247,469	1
West Portal	4,110,000	3,904,500	3,904,500		3,904,500	976,125	976,125	686,315	10,166
Western Addition	3,430,000	3,258,500	3,258,500		3,258,500	-	-	84,174	29,598
SUBTOTAL	*74,000,000*	*70,713,000*	*63,613,000*	*7,100,000*	*70,713,000*	*14,796,525*	*14,796,525*	*6,554,430*	*272,283*
Program-Wide Services & Costs									
Library Program Costs	800,000	800,000	800,000		800,000	600,000	600,000	572,901	85,937
Program Consultants	750,000	750,000	750,000		750,000	562,500	562,500	123,587	3,195
City Program Management	3,600,000	3,600,000	3,600,000		3,600,000	1,013,822	1,013,822	1,124,862	73,465
Real Estate Dept	120,000	235,281	235,281		235,281	235,281	235,281	235,281	0
Art Enrichment Program	0	302,000	302,000		302,000	302,000	302,000	117,993	597
Program Interim Services	0	438,400	253,542	184,858 (4)	438,400	300,000	300,000	251,412	(2,120)
Relocation & Moving Reserve	4,360,000	410,000	94,858	315,142 (4)	410,000	0	0		0
Furniture & Equipment Reserv	15,000,000	16,000,000	0	16,000,000 (3)	16,000,000	0	0		0
Bond Financing Costs	1,500,000	1,500,000	1,500,000		1,500,000	338,622	338,622	290,051	0
Program Reserve	1,675,000	7,444,819	7,444,819		7,444,819	0	0		0
SUBTOTAL	*27,805,000*	*31,480,500*	*14,980,500*	*16,500,000*	*31,480,500*	*3,352,225*	*3,352,225*	*2,716,087*	*161,074*
TOTAL	**133,265,000**	**134,765,000**	**105,865,000**	**28,900,000**	**134,765,000**	**43,655,000**	**43,655,000**	**28,464,161**	**382,142**

(1) Prop. 14 State Grants
(2) Earthquake Safety Program funds remaining for Branch Libraries ($2,400,000 for Richmond)
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Library Preservation Fund approved by Library Commission ($500,000) 1/04

Branch Library Program Summary Schedules

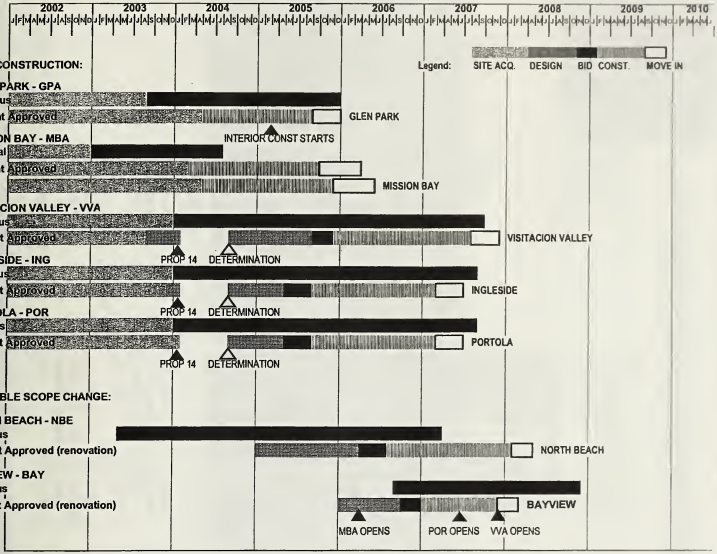
Monthly Bond Program Manager's Report

Approved February 19, 2004

Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report

Approved February 19, 2004



Branch	Contacts	Statistics	Progress Report	Schedule

Mission Bay Branch

4th and Berry Streets

District/Supervisor:
6 / Daly
Architect:
Santos Prescott
Hardison Komatsu Ivelich & Tucker
Contractor:
Cahill Construction
Developer:
Mercy Housing
SF Redevelopment Agency

Bid:	**$2,433,635**
Change Orders:	**$17,791**
Total Contract:	**$2,451,426**
Payments:	**$113,775**
Duration:	**638 days**
Extensions:	**0 days**
Total Duration:	**638 days**
End Date:	**12/06/05**

Pile driving 70% complete (production complete, installation underway)
Pile driving initially caused upheaval & liquefaction- new successful procedures have been implemented.
No new change orders to report this month

■Design □Const □Move in

Support Services Center

190 9th Street

District/Supervisor:
6 / Daly
Architect:
DPW Bureau of Architecture
Tom Eliot Fisch
Contractor:
Kin Wo

Bid:	**$493,000***
Change Orders:	**$46,840**
Total Contract:	**$539,840**
Payments:	**$0**
Duration:	**120 days**
Extensions:	**8 days**
Total Duration:	**128 days**
End Date:	**08/31/04**

*** $181,027 Bond funds**

Interior walls complete
Paint & carpet installation complete
Plumbing at loading dock complete
Concrete pour at loading dock to begin soon
CO#1 new shelving on 3FL & various changes

■Design ■Bid
□Const □Move in

Branch	Contacts	Statistics	Progress Report	Schedule
Excelsior Branch 4400 Mission Street	**District/Supervisor:** 11 / Sandoval **Architect:** DPW Bureau of Architecture **Contractor:** CDX Builders	**Bid:** $1,793,800: **Change Orders:** $54,000 **Total Contract:** $1,847,800 **Payments:** $164,855 **Duration:** 460 days **Extensions:** -90 days **Total Duration:** 370 days **End date** 03/27/05	Rear ADA ramp excavation Moment frame & hoid-down instaliiations Slab cutting for grade beams Asbestos ducts under slab to be abated Roof removal Construction sign installed CO#1 for acceierated scheduie incentives.	 ■Design ■Bid □Const □Move In

DRAFT

SAN FRANCISCO PUBLIC LIBRARY
DRAFT INCOMPATIBLE ACTIVITIES STATEMENT
(Prepared July 9, 2004 By SFPL HR Staff)

This Statement of Incompatible Activities is required by San Francisco Campaign and Governmental Conduct Code section 3.218. This Statement does not specify every possible limitation on incompatible activities. It is intended to provide guidance to employees about what types of activities are incompatible with their duties to the San Francisco Public Library. Engaging in the activities identified in this Statement as incompatible may subject an officer or employee to discipline, as well as to monetary fines and penalties. (C&GC Code § 3.242.) No discipline or penalties may be imposed for engaging in incompatible activities until the officer or employee has an opportunity to explain why the activity should not be deemed incompatible. (C&GC Code § 3.218.)

Nothing in this Statement shall exempt any person from applicable provisions of other laws. Any questions about the interpretation of this Statement should be directed to the Library Human Resources Director.

I. GENERAL

The mission of the San Francisco Public Library is to provide free and equal access to information, knowledge, and independent learning and the joys of reading for our diverse community. The following activities are incompatible with that mission and may not be engaged in by any officers or employees of the Library:

- Providing one Library user or group of Library users with access to Library resources while denying that access to another individual user or group of Library users unless there is an institutionally approved policy governing this situation (such as limiting access to children's computer equipment to children and their parents).

- Providing one Library user or group of Library users with services while denying those services to another individual user or group of Library users.

- Failing to provide services in a non-judgmental way that is sensitive to, and supportive of, human differences.

- Failing to use professional judgment, knowledge, and experience to develop and maintain collections, services and staff that respect and reflect the diversity of the City and County of San Francisco.

II. USE OF DEPARTMENTAL RESOURCES AND PRESTIGE OF OFFICE

A. Use of Department Resources

City resources, including telephone, computer, fax machine, or supplies, may not be used for non-City purposes.

- Notwithstanding this prohibition, occasional use of the telephone to communicate about personal or family matters such as doctor appointments, child care, transportation arrangements, or meeting times and similar *de minimus* uses will not constitute a violation of this section.

- No calls or emails involving outside non-City employment are permitted on City telephones or equipment. If a call or email relating to outside employment is received, the officer or employee should inform the person of the appropriate non-City contact information and conduct the conversation at another time not using City resources.

B. Use of Prestige of the Office

Officers and employees may not use their City title or designation for any private gain or advantage.

- Officers and employees should not distribute their City business cards or use any other Library identification badge for any personal reason and should not use City letterhead or email for any non-City communication.

- Officers and employees may not present themselves in the course of an outside activity as a representative of, or acting in the name of, the Library unless specifically authorized by the City Librarian or Library Commission to do so.

- Officers and employees may not use their influence and/or position to promote personal agendas through exhibitions, programs, or the broadcast resources available through Library Media Services.

- Officers and employees should not attempt to increase the number of hours they work with the Library or attempt to increase the compensation they receive from the Library by seeking contracts with SFPL to offer services they already provide. Examples include, but are not limited to:

    - Security guards should not attempt to gain additional hours by developing contracts to provide independent security services for SFPL or the City.

    - Custodians should not attempt to gain additional hours by developing contracts to provide independent custodial services for SFPL or the City.

    - Crafts workers such as painters and carpenters should not attempt to gain additional hours by developing contracts to provide independent painting or carpentry services for SFPL or the City.

    - Employees in charge of maintaining Library web pages or producing Library programs for broadcast over government cable access stations should not attempt to gain additional hours by developing contracts to produce and/or maintain Library web pages or produce additional programs to be broadcast for the Library.

DRAFT

III. COMPENSATION FOR ASSISTANCE WITH CITY SERVICES

Officers and employees may not receive or accept payment or anything else of value from anyone other than the City for the performance of an act the officer or employee would be expected to or actually does render in the regular course of service to the Library.

They also may not establish any professional employer/employee relationship or paid or unpaid consultant relationship with vendors who do business with the officer/employee at the Library or the officer/employee's San Francisco Public Library department or branch. Examples of incompatible activities include, but are not limited to:

- Serving as a sales representative, purchaser, writer, editor, or publicist for a publisher if the staff member is involved in ordering materials for the Library.

- Serving as a sales representative, purchaser, programmer, editor, or publicist for a publisher of databases or other electronic media if the staff member is involved in ordering materials for the Library.

- Serving as a book binder or book repairer for companies or organizations paid to bind or repair books for the Library if the staff member is involved in hiring book binders and/or repairers for the Library .

- Serving as a consultant, exhibition designer, or preparator for a company, nonprofit organization, artist, or artists' collective whose exhibitions are booked into the Library.

- Serving as an instructor for companies or organizations paid to provide training at the Library if the staff member is involved in hiring trainers for the Library .

Nothing in this section shall preclude the receipt of a bona fide award provided to recognize exceptional service by a City employee, and which is not provided in return for the rendering of specific services.

IV. ACTS SUBJECT TO REVIEW BY THE DEPARTMENT

Officers and employees may not engage in outside activities that are subject to the control, inspection, review, audit or enforcement of the Library. For the Library, employees may not:

- Work for any outside company or agency which is being paid to collect fees and fines for overdue, damaged, or lost Library materials.

V. TIME DEMANDS

Employees may not engage in outside activities with time demands that would render performance of the employee's duties for the Library less efficient.

Furthermore, full-time employees of the Library may not accept additional employment without the approval of the City Librarian. Additional employment is defined as work with either an outside organization or another City Department for which an employee is compensated.

Request for Approval of Additional Employment

When an employee is considering additional employment, he or she must submit the "Request For Additional Employment" form (DHR 1-72a) to the Department of Human Resources for approval. The form is available in the Library Human Resources Division. This form requires information from the intended employer and approval from the City Librarian or designee. The limits on approval of outside employment are:

- Additional employment is limited to a maximum of 20 hours per week,

or

- Additional employment is limited to no more than 11 hours (combined City employment and additional employment) per work day.

- Approval is limited to a six-month period. Any additional employment beyond six months requires a new request.

VI. CALIFORNIA POLITICAL REFORM ACT CONFLICT OF INTEREST

In 1974, California voters adopted the "California Political Reform Act." This act established strict requirements for all City and County of San Francisco officials and employees to prevent them from influencing decisions that would benefit them personally or financially.

Essential Requirements

There are two essential requirements of the Act.

- There are specific classifications that require individuals to file statements of economic interest. Specifically, any individuals occupying a designated classification must file a completed Form 700 both annually and within 30 days of appointment, promotion, transfer, or separation. (Form 700 is available in the City Librarian's Office.)

- Any employee must disqualify himself/herself from participation in or influencing a decision from which the employee could profit or in which the employee has certain economic interests. Gifts, tickets and passes are considered income and thus subject to disclosure and disqualification requirements.

Designated Positions
(This listing of designated positions is subject to change.)

City Librarian
Deputy City Librarian
Chiefs
Secretary to the Library Commission
Finance Director
Operations & Maintenance Director

Public Library
2004-05 Proposed Budget (Summary)

	Operations	Capital	Total
2003-04 AAO	**$ 54,476,189**	**$ 2,405,651**	**$ 56,881,840**
One-time Cost Reductions	$ (1,112,808)	$ (2,405,651)	$ (3,518,459)
Baseline Increases (Non-discretionary)	$ 2,355,890	$ -	$ 2,355,890
New Spending (Discretionary)	$ 1,089,063	$ 2,662,081	$ 3,751,144
Base Reductions	$ (497,962)	$ -	$ (497,962)
Subtotal Adjustments	**$ 1,834,183**	**$ 256,430**	**$ 2,090,613**
2004-05 Proposed	**$ 56,310,372**	**$ 2,662,081**	**$ 58,972,453**
Budget Committee Reductions	**$ (132,144)**	**$ -**	**$ (132,144)**
2004-05 Approved Budget (Budget Committee)	**$ 56,178,228**	**$ 2,662,081**	**$ 58,840,309**

Of the $1.834 million Operating Budget Increase
$2.356 million in baseline cost increases; and,
$1.089 million in new spending initiatives; offset by
$1.113 million in one-time cost adjustments; and,
$498,000 in base reductions

The $2.355 million increase in our baseline costs includes:
$1.506 million increase for the retirement system subsidy
$430,000 increase in the cost of employee health/dental plans
$76,000 increase in unemployment insurance
$125,000 increase in cost of services provided by other City Departments
$132,000 in annualized costs.
**** $86,000 in misc. adjustments (one-less wrk day, substitutions, etc). $7,702 cut by the Budget Committee***

The $1.089 million for New items funded in the proposed budget include:
Book budget augmentation ($286,500)
Technology Refresh ($225,000)
**** RFID ($300,000): Funds placed on reserve by Budget Committee***
Elevator maintenance contract ($70,000)
Full-time Delivery Driver ($50,447)
Two 15 hour/week Library Page positions for Branch reserves ($24,674)
**** A/V equipment replacement ($22,000). Funds cut by the Budget Committee***
Materials and supply increase of OCYS ($8,000)
**** Self-check machines for Branch ($52,442). Funds cut by the Budget Committee***
**** City Librarian recruitment ($50,000). Funds cut by the Budget Committee***

$498,000 in Baseline Budget reductions include:

$268,000 reduction in budgeted salaries (increase attrition from 4.6% to 5%).
$105,000 reduction in grant to Clean City Coalition for the TLC
$70,000 cut to WO with Tax Collector for materials recovery.
$11,880 reduction in training funds
$43,400 cut in various materials and supply budgets.

The $2.662 million Capital Improvement Budget includes:

$310,000 for the Deferred Maintenance Program; and,
$2.352 million for POE related projects at the Main Library.

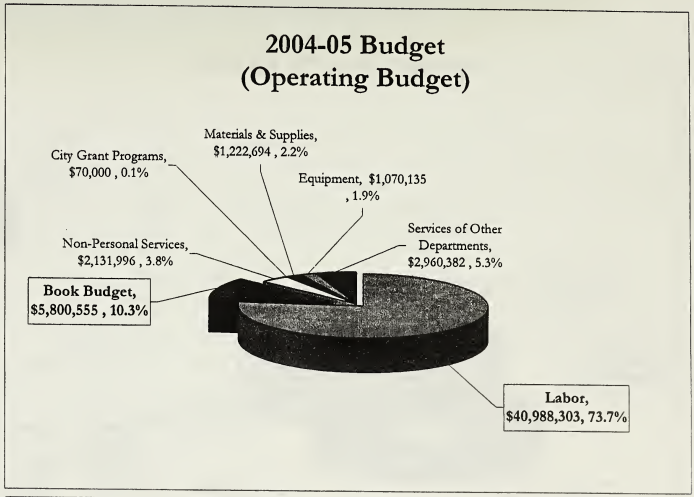
**** Budget Committee also placed the salaries ($200,695) of the Deputy City Librarian and the Chief of Children's Services on a 9 month reserve pending a report to Finance Committee on progress made to spend $500,000 appropriated in 2003-04 to buy books & materials for school libraries.***

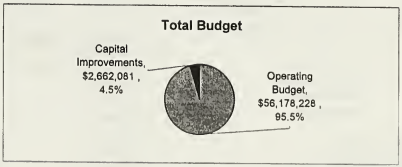
PUBLIC LIBRARY
2004-05 Budget (AAO)

		EIB	EGG	EEG	FAL	EGE	EEF	EGH	EGF	EGD	
		Admin.	Automation	Branch Libraries	Children's Programs	IRMO	Main Library	Operations & Maint.	Public Affairs	Technical Srvcs.	Total
001	Salaries	$ 1,587,226	$ 1,152,922	$ 9,685,533	$ 4,326,157	$ 526,495	$ 9,736,353	$ 3,762,064	$ 741,834	$ 2,747,562	$ 34,266,146
013	Fringe Benefits	$ 357,431	$ 274,979	$ 2,391,238	$ 1,092,080	$ 131,153	$ 2,460,777	$ 1,041,060	$ 196,447	$ 711,155	$ 8,656,320
021	Non-Personal Services	$ 255,373	$ 334,552	$ 291,716	$ 19,390	$ 640	$ 466,364	$ 462,111	$ 51,000	$ 250,850	$ 2,131,996
038	City Grant Programs	$ -	$ -	$ 70,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 70,000
040	Materials & Supplies	$ 17,500	$ 287,371	$ 146,617	$ 75,430	$ 8,000	$ 129,139	$ 439,328	$ 35,700	$ 83,609	$ 1,222,694
040	Books & Other Collection Material	$ -	$ -	$ -	$ 800,563	$ 4,991,992	$ 8,000	$ -	$ -	$ -	$ 5,800,555
060	Equipment	$ -	$ 1,070,135	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,070,135
081	Services of Other Departments	$ 1,063,712	$ 445,837	$ -	$ 84,011	$ -	$ 10,000	$ 1,285,512	$ 71,310	$ -	$ 2,960,382
095	Capital Projects (transfers)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL, OPERATING	$ 3,281,242	$ 3,565,796	$ 12,585,104	$ 6,397,631	$ 5,658,280	$ 12,810,633	$ 6,990,075	$ 1,096,291	$ 3,793,176	$ 56,178,228
060	Bldgs, Structures, & Imprv.	$ -	$ -	$ -	$ -	$ -	$ 2,352,081	$ 310,000	$ -	$ -	$ 2,662,081
	TOTAL BUDGET	$ 3,281,242	$ 3,565,796	$ 12,585,104	$ 6,397,631	$ 5,658,280	$ 15,162,714	$ 7,300,075	$ 1,096,291	$ 3,793,176	$ 58,840,309

2004-05 Budget (AAO)

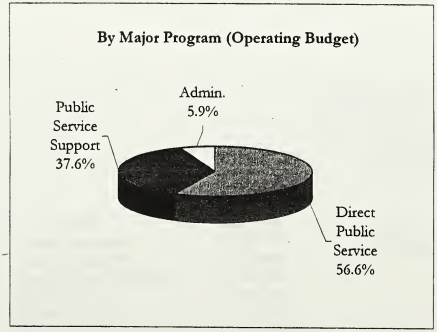
Labor	$ 42,922,466
Book Budget	$ 5,800,555
Non-Personal Services	$ 2,131,996
City Grant Programs	$ 70,000
Materials & Supplies	$ 1,222,694
Equipment	$ 1,070,135
Services of Other Departments	$ 2,960,382
Operating Budget	**$ 56,178,228**
Capital Improvements	$ 2,662,081
Total Budget	**$ 58,840,309**

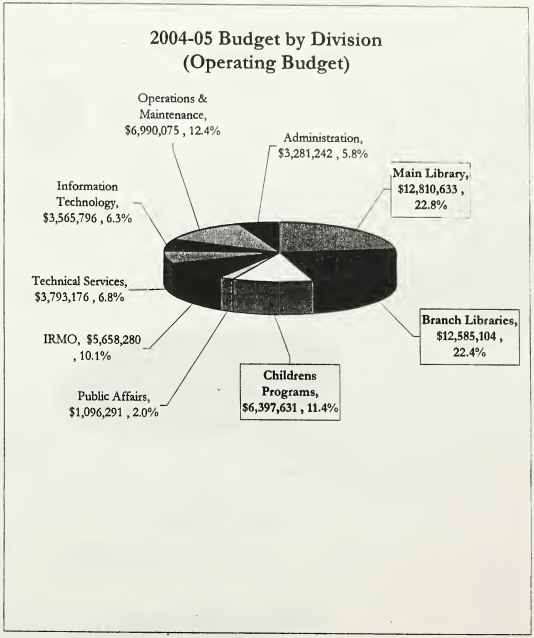

2004-05 Budget
(Operating Budget)
Materials & Supplies, $1,222,694 , 2.2%
City Grant Programs, $70,000 , 0.1%
Equipment, $1,070,135 , 1.9%
Services of Other Departments, $2,960,382 , 5.3%
Non-Personal Services, $2,131,996 , 3.8%
Book Budget, $5,800,555 , 10.3%
Labor, $40,988,303, 73.7%



	Operating	Capital	Total
Main Library	$ 12,810,633	$ 2,352,081	$ 15,162,714
Branch Libraries	$ 12,585,104	$ -	$ 12,585,104
Childrens Programs	$ 6,397,631	$ -	$ 6,397,631
Public Affairs	$ 1,096,291	$ -	$ 1,096,291
IRMO	$ 5,658,280	$ -	$ 5,658,280
Technical Services	$ 3,793,176	$ -	$ 3,793,176
Information Technology	$ 3,565,796	$ -	$ 3,565,796
Operations & Maintenance	$ 6,990,075	$ 310,000	$ 7,300,075
Administration	$ 3,281,242	$ -	$ 3,281,242
TOTAL	$ 56,178,228	$ 2,662,081	$ 58,840,309

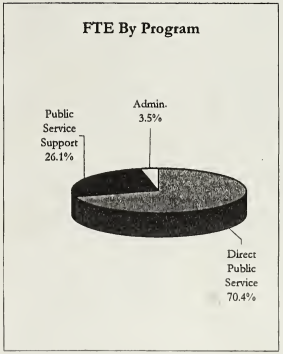
	Operating	Capital	Total
Direct Public Service	$ 31,793,368	$ 2,352,081	$ 34,145,449
Public Service Support	$ 21,103,618	$ 310,000	$ 21,413,618
Administration	$ 3,281,242	$ -	$ 3,281,242
TOTAL BUDGET	$ 56,178,228	$ 2,662,081	$ 58,840,309

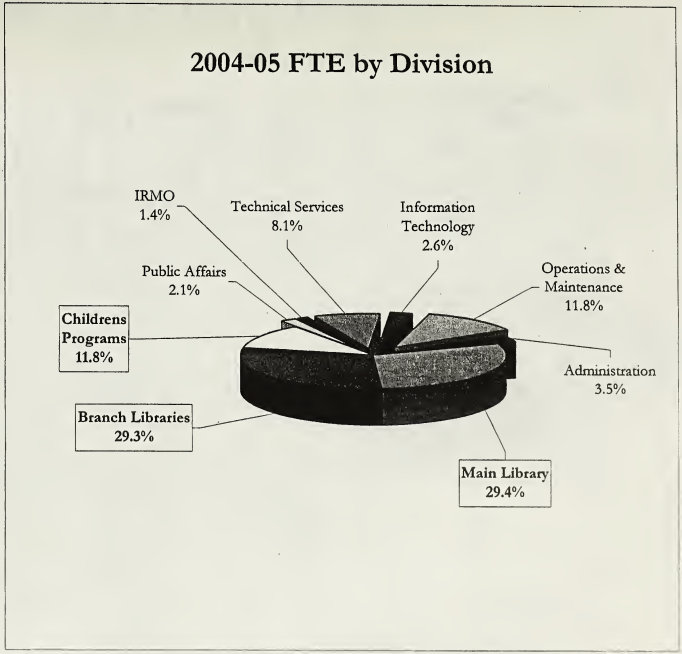



2004-05 Budget by Division (Operating Budget)
Operations & Maintenance, $6,990,075 , 12.4%
Administration, $3,281,242 , 5.8%
Main Library, $12,810,633 , 22.8%
Information Technology, $3,565,796 , 6.3%
Technical Services, $3,793,176 , 6.8%
IRMO, $5,658,280 , 10.1%
Public Affairs, $1,096,291 , 2.0%
Childrens Programs, $6,397,631 , 11.4%
Branch Libraries, $12,585,104 , 22.4%

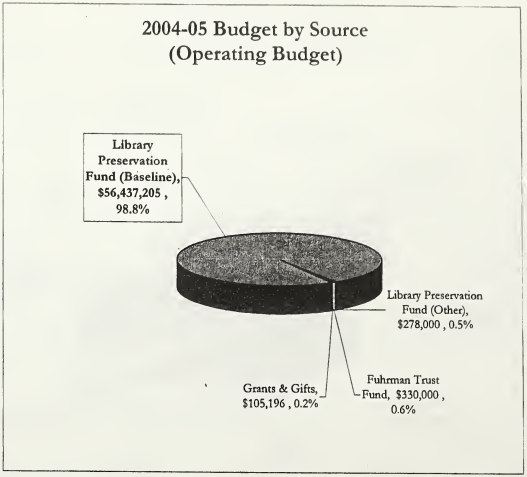
Main Library	180.73
Branch Libraries	180.34
Childrens Programs	72.62
Public Affairs	13.16
IRMO	8.82
Technical Services	49.66
Information Technology	16.31
Operations & Maintenance	72.80
Administration	21.26
TOTAL	615.70

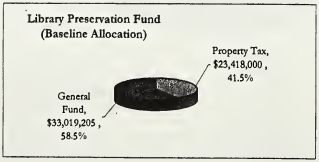
Direct Public Service	433.69
Public Service Support	160.75
Admin.	21.26
Total, Operations	615.70
Capital Imprvt. Prg.	0.00
TOTAL BUDGET	615.70

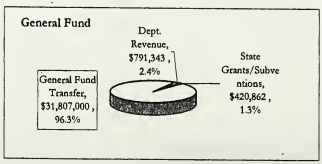


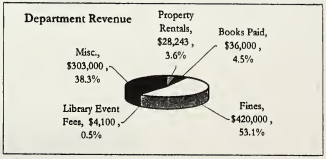


	Operating	Capital	Total
Library Preservation Fund (Baseline)	$ 56,437,205	$ -	$ 56,437,205
Library Preservation Fund (Other)	$ 278,000	$ -	$ 278,000
Fuhrman Trust Fund	$ 330,000	$ -	$ 330,000
Grants & Gifts	$ 105,196	$ -	$ 105,196
Library Preservation Fund Balance	$ -	$ 239,253	$ 239,253
Library Improvement Fund	$ -	$ 1,450,655	$ 1,450,655
Branch Library Improvement Bond	$ -	$ -	$ -
Total	$ 57,150,401	$ 1,689,908	$ 58,840,309
LPF (Baseline Allocation)			
Property Tax	$ 23,418,000	$ -	$ 23,418,000
General Fund	$ 33,019,205	$ -	$ 33,019,205
Total, Baseline Revenue	$ 56,437,205	$ -	$ 56,437,205
General Fund			
Dept. Revenue	$ 791,343	$ -	$ 791,343
State Grants/Subventions	$ 420,862	$ -	$ 420,862
General Fund Transfer	$ 31,807,000	$ -	$ 31,807,000
Total	$ 33,019,205	$ -	$ 33,019,205
Department Revenue			
Property Rentals	$ 28,243	$ -	$ 28,243
Books Paid	$ 36,000	$ -	$ 36,000
Fines	$ 420,000	$ -	$ 420,000
Library Event Fees	$ 4,100	$ -	$ 4,100
Misc.	$ 303,000	$ -	$ 303,000
Total	$ 791,343	$ -	$ 791,343


2004-05 Budget by Source
(Operating Budget)
Library Preservation Fund (Baseline), $56,437,205 , 98.8%
Library Preservation Fund (Other), $278,000 , 0.5%
Fuhrman Trust Fund, $330,000 , 0.6%
Grants & Gifts, $105,196 , 0.2%






Department Revenue
Property Rentals, $28,243 , 3.6%
Books Paid, $36,000 , 4.5%
Misc., $303,000 , 38.3%
Library Event Fees, $4,100 , 0.5%
Fines, $420,000 , 53.1%

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
SEP - 9 2004
SAN FRANCISCO
PUBLIC LIBRARY

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, July 15, 2004.
(As approved amended September 2, 2004)

The San Francisco Public Library Commission held a regular meeting on Thursday, July 15, 2004, in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 4:04pm.

The following members were present: Bautista, Coulter, Higueras, Streets, and Strobin. It was noted that Commissioners Bautista and Chin's arrival was delayed. Vice President Steiman was reported excused attendance.

President Higueras announced that Mayor Newsom had accepted the Commission's unanimous recommendation made at its June 17th meeting that Paul Underwood be appointed Acting City Librarian.

Acting City Librarian Paul Underwood announced that Governor Schwarzenegger had appointed former City Librarian Susan Hildreth to be California State Librarian.

President Higueras announced that he was reordering the taking of agenda items with Agenda Item #4 City Librarian Search following Public Comment, and Agenda Item #2 the Marina Library Peer Review, then Agenda Item #3 the BLIP Manager's Report, then Agenda Item #7 Incompatible Activities Statement, and then Agenda item #6 Library 2004/05 Budget report followed by the remaining items in original order.

AGENDA ITEM #1 PUBLIC COMMENT

Public comment on AGENDA ITEM #1 PUBLIC COMMENT

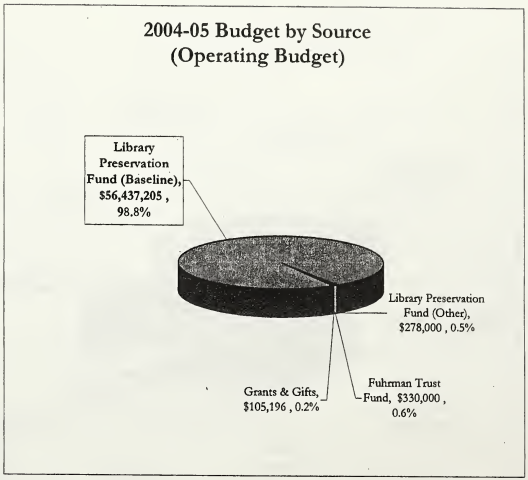
An anonymous member of the public commented on Ms. Hildreth's appointment, the role of libraries as described in Dr. Starr's speech celebrating the San Francisco Public Library's 125th Anniversary, and regarding a previously presented security update as it related to urbanologist Jane Jacob's Dark Age Ahead.
Mr. Peter Warfield discussed excerpts from what he described as a Library Journal editorial applauding library gadflies such as himself.

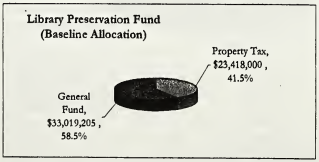
AGENDA ITEM #2 MARINA LIBRARY PEER REVIEW

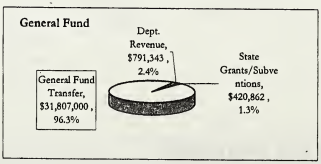
BLIP Manager Marilyn Thompson introduced the Marina Library Peer Review noted that the presentation would consist of an introduction, the architect's presentation, a Library response, the Peer Panel review, public comment, and concluding with Commission discussion. Ms. Thompson introduced the Marina Library's Architect Bobbie Fisch of the Tom Eliot Fisch/ Field Paoli Joint Venture designing the branch. Ms Fisch presented her proposed designs. Acting City Librarian Paul Underwood then presented the Library's response. The BLIP Manager then introduced the peer panelists: Lawson Willard, Willard Architecture; Robert Herman, Herman & Colliver; and Marie

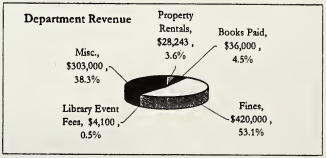
2004-05 Budget (AAO)

	Operating	Capital	Total
Library Preservation Fund (Baseline)	$ 56,437,205	$ -	$ 56,437,205
Library Preservation Fund (Other)	$ 278,000	$ -	$ 278,000
Fuhrman Trust Fund	$ 330,000	$ -	$ 330,000
Grants & Gifts	$ 105,196	$ -	$ 105,196
Library Preservation Fund Balance	$ -	$ 239,253	$ 239,253
Library Improvement Fund	$ -	$ 1,450,655	$ 1,450,655
Branch Library Improvement Bond	$ -	$ -	$ -
Total	**$ 57,150,401**	**$ 1,689,908**	**$ 58,840,309**
LPF (Baseline Allocation)			
Property Tax	$ 23,418,000	$ -	$ 23,418,000
General Fund	$ 33,019,205	$ -	$ 33,019,205
Total, Baseline Revenue	$ 56,437,205	$ -	$ 56,437,205
General Fund			
Dept. Revenue	$ 791,343	$ -	$ 791,343
State Grants/Subventions	$ 420,862	$ -	$ 420,862
General Fund Transfer	$ 31,807,000	$ -	$ 31,807,000
Total	$ 33,019,205	$ -	$ 33,019,205
Department Revenue			
Property Rentals	$ 28,243	$ -	$ 28,243
Books Paid	$ 36,000	$ -	$ 36,000
Fines	$ 420,000	$ -	$ 420,000
Library Event Fees	$ 4,100	$ -	$ 4,100
Misc.	$ 303,000	$ -	$ 303,000
Total	$ 791,343	$ -	$ 791,343


2004-05 Budget by Source
(Operating Budget)
Library Preservation Fund (Baseline), $56,437,205 , 98.8%
Library Preservation Fund (Other), $278,000 , 0.5%
Fuhrman Trust Fund, $330,000 , 0.6%
Grants & Gifts, $105,196 , 0.2%






Department Revenue
Property Rentals, $28,243 , 3.6%
Books Paid, $36,000 , 4.5%
Misc., $303,000 , 38.3%
Library Event Fees, $4,100 , 0.5%
Fines, $420,000 , 53.1%

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
SEP - 9 2004
SAN FRANCISCO
PUBLIC LIBRARY

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15/04
pproved

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, July 15, 2004.
(As approved amended September 2, 2004)

The San Francisco Public Library Commission held a regular meeting on Thursday, July 15, 2004, in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 4:04pm.

The following members were present: Bautista, Coulter, Higueras, Streets, and Strobin. It was noted that Commissioners Bautista and Chin's arrival was delayed. Vice President Steiman was reported excused attendance.

President Higueras announced that Mayor Newsom had accepted the Commission's unanimous recommendation made at its June 17th meeting that Paul Underwood be appointed Acting City Librarian.

Acting City Librarian Paul Underwood announced that Governor Schwarzenegger had appointed former City Librarian Susan Hildreth to be California State Librarian.

President Higueras announced that he was reordering the taking of agenda items with Agenda Item #4 City Librarian Search following Public Comment, and Agenda Item #2 the Marina Library Peer Review, then Agenda Item #3 the BLIP Manager's Report, then Agenda Item #7 Incompatible Activities Statement, and then Agenda item #6 Library 2004/05 Budget report followed by the remaining items in original order.

AGENDA ITEM #1 PUBLIC COMMENT

Public comment on AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public commented on Ms. Hildreth's appointment, the role of libraries as described in Dr. Starr's speech celebrating the San Francisco Public Library's 125th Anniversary, and regarding a previously presented security update as it related to urbanologist Jane Jacob's Dark Age Ahead.
Mr. Peter Warfield discussed excerpts from what he described as a Library Journal editorial applauding library gadflies such as himself.

AGENDA ITEM #2 MARINA LIBRARY PEER REVIEW

BLIP Manager Marilyn Thompson introduced the Marina Library Peer Review noted that the presentation would consist of an introduction, the architect's presentation, a Library response, the Peer Panel review, public comment, and concluding with Commission discussion. Ms. Thompson introduced the Marina Library's Architect Bobbie Fisch of the Tom Eliot Fisch/ Field Paoli Joint Venture designing the branch. Ms Fisch presented her proposed designs. Acting City Librarian Paul Underwood then presented the Library's response. The BLIP Manager then introduced the peer panelists: Lawson Willard, Willard Architecture; Robert Herman, Herman & Colliver; and Marie

Fisher, Marie Fisher interior Design; who provided their critiques (copies attached) of the proposed design.

Public comment on AGENDA ITEM #2 MARINA LIBRARY PEER REVIEW

An anonymous member of the public commented on a lack of explanatory documents, found that seismic safety concerns were being neglected, and found the materials presented lacking in sufficient detail to inform any critique for what was being proposed.
Mr. Peter Warfield commented on what he found to be a lack of emphasis on or increase in the book collection, and questioned what he understood to be a proposal for combination of circulation and reference desks.
Architect Rubin Schwartz found the proposed design competent and complementary to the original design; additionally suggesting use of cork flooring, switching the proposed meeting room and mechanical room, and a more developed landscape plan.

Commission discussion of AGENDA ITEM #2 MARINA LIBRARY PEER REVIEW

In response to a query by Commissioner Coulter, the Acting City Librarian noted the proposed design called for a 200 linear feet increase in book shelving space in the Marina Library while still providing space to meet ADA (Americans with Disabilities Act) requirements, and noted that the branch design clearly shows separate reference and circulation desks. Responding to questions by Commissioner Bautista, Ms. Thompson noted that every effort was being made to use glazing and surface treatments resistant to graffiti. Commissioner Bautista also lauded the sound deadening properties of cork flooring and urged that teen users be consulted in finishing out of their proposed area. President Higueras agreed with the importance of involving and bringing in teen users, suggesting that the proposed browsing collection area in the front be switched with the proposed teen space. In response Chief of Branches Donna Corbeil noted that another important goal for this renovation was to preserve quiet space for reading for all users.

The Acting City Librarian left the meeting 5:40pm

AGENDA ITEM #4 CITY LIBRARIAN SEARCH PROCESS
(taken up out of order)

Library Human Resources Director Donna Marion reported on the staff work and ongoing discussions with the Hawkins Company, a City pre-approved executive search firm recommended for selection to conduct the search for a new City Librarian by a Library staff review committee. The Library's Director of Human Resources noted Mr. Hawkins would be assisted in the search by Library Consultant June Garcia. Ms. Marion then outlined aspects of a proposed national search process to be compliant with open meeting laws, and with opportunity for Library staff and public input leading to Library Commission recommendation of a candidate(s) to the Mayor to be the new City Librarian before the end of this year. Mr. Hawkins then presented a proposed workplan

(copy attached).

President Higueras called a recess at 6:00pm.
President Higueras left the meeting during the recess
Commissioner Coulter called the meeting back into session at 6:14pm.

Ms. Marion recommended that the Commissioners approve the proposed contract with the Hawkins Company to conduct an executive search for candidates for the Library Commission's review and consideration to recommend to the Mayor for appointment as City Librarian.

Public comment on AGENDA ITEM #4 CITY LIBRARIAN SEARCH PROCESS

An anonymous member of the public commented that use of gift funds for the search process signaled that there would not be an open process and urged consideration by potential applicants of previous controversies concerning selection of City Librarian.
Mr. Peter Warfield expressed concern that the City Librarian search, a core function, be privately funded and found the proposed process did not allow for sufficient input from members of the public such as himself.
Ms. Andrea Grimes, Librarian's Guild, urge that Library staff be actively involved in the City Librarian search process

Commission discussion of AGENDA ITEM #4 CITY LIBRARIAN SEARCH PROCESS

The Commissioners discussed how the search would be funded through use of gift funds as the Board of Supervisors had cut funds designated for the search from the Library's Budget. There was also discussion of details of Mr. Hawkins' previous experience, the various processes to be developed to recruit and screen candidates, gather Library staff input and public comment, and about a proposed timeline for the search process

MOTION: Commissioner Bautista, 2nd Commissioner Streets for approval of a contract with the Hawkins Company to conduct an executive search for candidates for the Library Commission to recommend to the Mayor for appointment as City Librarian.

Adopted by the following vote:
AYE -0 (Bautista, Chin, Coulter, and Streets)

The Acting City Librarian rejoined the meeting at 6:45pm

AGENDA ITEM #3 BOND PROGRAM MANAGER'S REPORT
(taken up out of order)

(Presented by Branch Library Improvement Program Manager Marilyn Thompson -This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

Ms. Thompson reported there would be no informational presentation at the meeting. The BLIP Manager next presented the current budget and schedule of active projects, and community outreach update report. The BLIP Manager followed with a

construction activities report, (copies attached). Ms. Thompson noted there would be no special report.

Public comment on AGENDA ITEM #3 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public found the print in the reports too small, expressed dismay at what they found to be unreasonable delay in addressing seismic safety issues, and questioned if sufficient funds were available for the Parkside Branch
Mr. Peter Warfield commented that the reports were difficult to understand and suggested that seismic risk issues were not being addressed in a timely manner. Mr. Warfield also proposed that the Library seismically upgrade the Richmond Branch prior to its planned renovation.

AGENDA ITEM #7 INCOMPATIBLE ACTIVITIES STATEMENT
(taken up out of order)

Ms. Donna Marion, Library Human Resources Director and Deputy City Attorney Catharine Barnes provided the Commissioners with an overview of the background to and details of the new requirement that led to the drafting of the proposed statement of Incompatible Activities, (copy attached), for the Library Commission and the Library Department as a result of voter approval of Prop E (Conflict of Interest Regulations 2003).

Public comment on AGENDA ITEM #7 INCOMPATIBLE ACTIVITIES STATEMENT

An anonymous member of the public commented that they could not imagine how any policy outlawing favoritism would be approved by the Library Commission.

Commission discussion of AGENDA ITEM #7 INCOMPATIBLE ACTIVITIES STATEMENT

MOTION: by Commissioner Streets, 2nd Commissioner Chin for approval of the proposed Statement of Incompatible Activities for the Public Library Commission and Public Library Department.

Adopted by the following vote:
AYE 4-0 (Bautista, Chin, Coulter, and Streets)

AGENDA ITEM #6 LIBRARY 2004/05 BUDGET REPORT
(taken up out of order)

Library Finance Director George Nichols presented an overview (copy attached) of the current status of the Library's proposed 2004/05 Budget under consideration at the Board of Supervisors.

Public comment on AGENDA ITEM #6 LIBRARY 2004/05 BUDGET REPORT

An anonymous member of the public questioned Mr. Nichol's report concerning the Budget Committee of the Board of Supervisors' approval of a budget reserve to fund RFID, suggesting that the Board had only delayed making a decision. This person also discussed Supervisor Daly's action to put two senior Library staff members' salaries on reserve because of a perceived delay by the Library in expending Prop. E (Library Preservation Fund 1994) monies on San Francisco Unified School District school libraries as directed by the Board last year.
Mr. Peter Warfield found the RFID discussion at the Budget Committee interesting and noted that he had challenged the accuracy of reports concerning library staff RSI (repetitive stress injuries).
Ms. Deborah Doyle, Friends of the San Francisco Public Library, commended Mr. Nichols and former City librarian Susan Hildreth's outstanding work in defending the Library's budget before the Budget Committee, noting Supervisors had lauded Ms. Hildreth as one of the best City department managers. Ms. Doyle also called attention to Library staff testimony supporting RFID.

Commission discussion of AGENDA ITEM #6 LIBRARY 2004/05 BUDGET REPORT

In response to Commissioner Streets' questions, Mr. Nichols noted that it was not likely that the San Francisco Unified School District would forgo accepting the $500.000 in Library Prop. E funds given to them last year by the Board of Supervisors in light of their recent windfall from settlement of outstanding litigation.

In view of an imminent loss of the meeting's quorum Commission Coulter continued the remaining agenda items to consideration at a future meeting and moved to adjournment.

AGENDA ITEM # 13 ADJOURNMENT

MOTION: by Commissioner Chin, 2nd Commissioner Bautista that the meeting be adjourned.

Public comment on AGENDA ITEM # 10 ADJOURNMENT

None offered.

The meeting was adjourned at 7:52pm.

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Streets)

Michael Housh, Commission Secretary 9/3/04

Please note: **Amendments to these Minutes are in alternative typeface.** Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS:

ATTACHMENTS:

Marina Library Peer Panelist critiques
Branch Library Improvement Program (BLIP) Manager's Report notes
Branch Library Improvement Program Schedule 2/19/04
Branch Library Improvement Program Budget 6/17/04
Marina Peer Review floor plan and reviewer's comments
The Hawkins Company City Librarian search workplan
2004/05 Library Budget Summary Report

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

Minutes of the Library Commission Meeting July 15, 2004

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library

Library Commission
July 15, 2004

Public Comment

Marina Branch Peer Review

Introduction
Architect's Presentation
Library's Response
Design Review
Public Comment
Commission Discussion

Marina Branch Peer Review

Architect's Presentation:

Bobbie Fisch
Tom Eliot Fisch / Field Paoli, Joint Venture

Marina Branch Peer Review

Library's Response:

Paul Underwood, Acting City Librarian

Marina Branch Peer Review

Design Review:

Peer Panel Members
Lawson Willard, Lawson Willard Architecture
Robert Herman, FAIA, Herman & Coliver, Architecture
Marie Fisher, Marie Fisher Interior Design

Marina Branch Peer Review

Public Comment

Marina Branch Peer Review

Commission Discussion

Bond Program Manager's Reports

Informational Presentations
Regular Reports
Special Reports

Bond Program Manager's Reports

Informational Presentations

None

Bond Program Manger's Reports

Regular Reports:

Budget Report
Schedule Report
Active Projects Reports
Construction Reports
Community Outreach Update

Bond Program Manager's Report

Budget Report

Budget Report

- Recap:

10-10-01 Baseline Budget & Reserve established
11-15-01 Glen Park increased $88,000 for site acquisition
01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
05-16-02 Art Enrichment Program Funded ($302,000 from 6 projects)
06-20-02 Mission Bay increased $653,000 for site acquisition
12-20-02 Ingleside increased $455,000 for site acquisition
02-20-03 Friends & Foundation Budget for FF&E updated
04-17-03 VVA increased $716,000 for site acquisition
06-26-03 DRE increased $115,281
10-16-03 Relocation & Moving Budgets for SSF & EXC allocated
02-19-04 Library Preservation Fund added
TODAY no changes

Bond Program Manager's Report

Schedule Report

Schedule Report

- Recap:

10-10-01 Baseline Schedule established
12-20-01 Revised Glen Park to match Developer's schedule
01-17-02 Issued detailed schedules for Phases 1-2
02-21-02 Revised to reflect Prop 14 strategy
Revised Mission Bay to match Developer's schedule
03-21-02 Issued detailed schedules for all Phases
04-18-02 Revised to reflect Prop 14 strategy
06-20-02 Adjusted projects for geographic distribution
04-17-03 Revised to reflect revised Prop 14 strategy
Revised Mission Bay to match Developer's schedule
Revised Glen Park to match Developer's schedule
02/19/04 Various changes per memo dated 2/17/04
TODAY No changes

Bond Program Manager's Report

Active Projects Reports

New Construction
Renovations

Active Projects Reports
New Construction

- Glen Park
  - Construction start imminent
  - Schematic Design Phase
- Ingleside
  - Schematic Design Phase – on hold
- Portola
  - Schematic Design Phase – on hold

Active Projects Reports
New Construction

- Visitacion Valley
  - Supermarket lease extended
  - Conceptual Design phase – on hold
- Ortega
  - Conceptual Design phase – on hold

Active Projects Reports
Renovations

- West Portal
  - Construction Documents Phase
  - Permit application
  - Power Pole & Neighbors
  - Interim Services
  - Civic Design Review
- Sunset
  - Design Development Design Phase
  - Interim Services

Active Projects Reports
Renovations

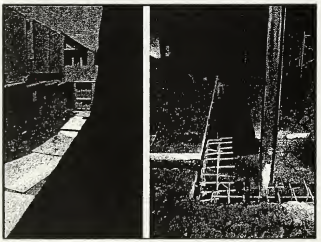
- Noe Valley
  - Schematic Design Phase
  - Permit application
- Western Addition
  - Schematic Design Phase
  - Review by RecPark & Planning
- Marina
  - Schematic Design Phase
  - Geotechnical Testing & Report
  - Review by RecPark & Planning

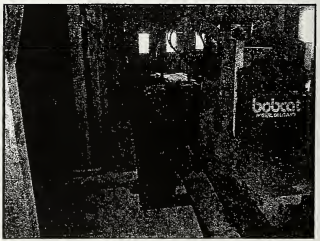
Active Projects Reports
Renovations

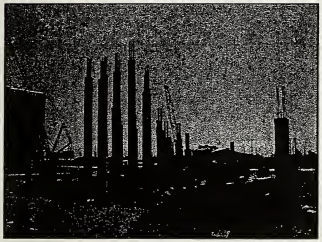
- Richmond
  - Construction Documents Phase – on hold
- Parkside
  - Expansion approved
  - Conceptual Design Phase – on hold

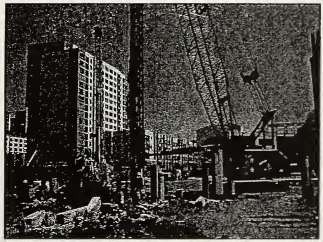
Bond Program Manager's Report

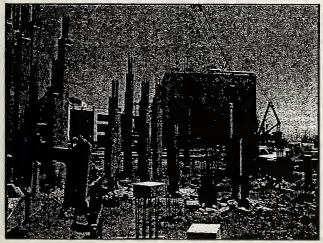
Construction Report

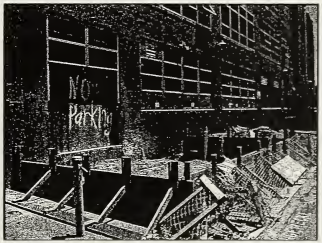











NO
Parkin

Bond Program Manager's Report

Community Outreach Update

- Library meetings:
  None
- Library invited:
  06/24 SF AIA Chapter Discussion
  07/7&8 RecPark Capital Planning Meetings
  07/24 Planning Dept. Schlage Lock Planning Meeting
- Related City Boards/Commissions:
  None
- Other Outreach:
  Website - www.sfpl.org/news/bfip/improvementprogram.htm
  Newsletter - issued quarterly (Spring 2004)
  Bulletin Board – Sixth Floor

Bond Program Manager's Reports

Special Reports:

None

City Librarian Search Process

Incompatible Activities Statement

City Librarian's Report

Library 2004/05 Budget Report

Approval of the Minutes
June 3, 2004

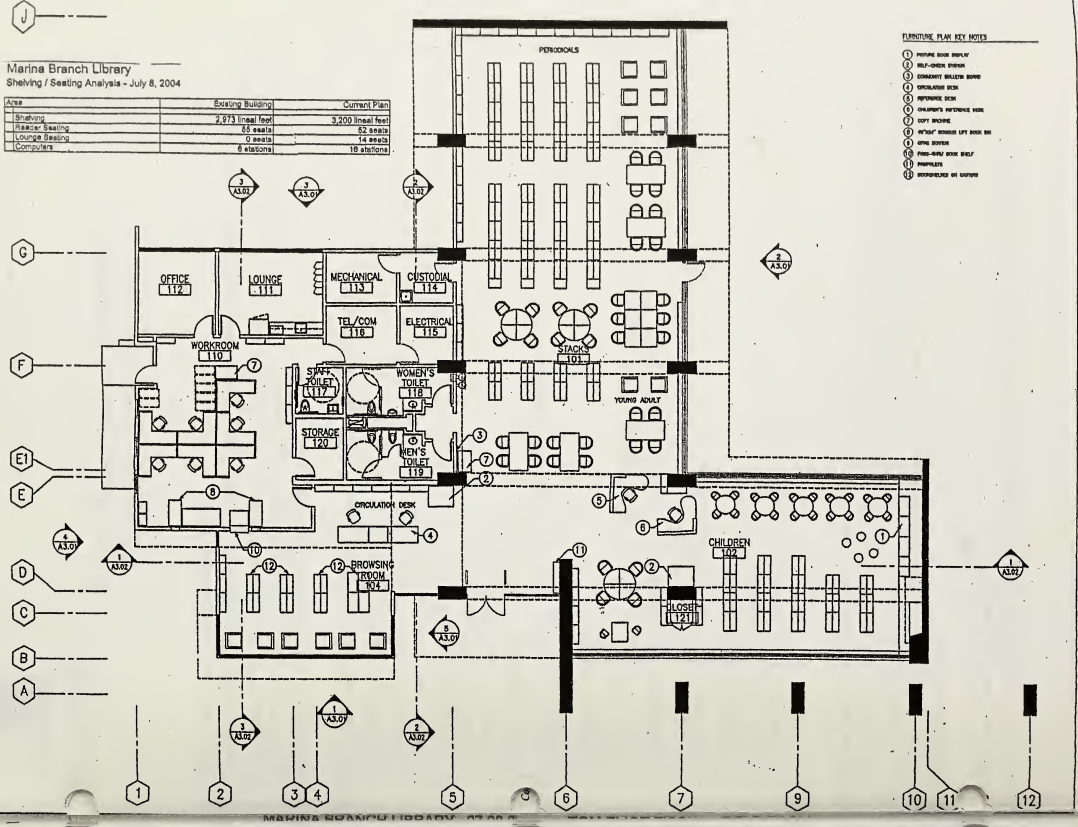
Approval of the Minutes
June 17, 2004

Friends of the Library Report

Labor Union Report

New Business

Adjournment


Marina Branch Library
Shelving / Seating Analysis - July 8, 2004
Area | Existing Building | Current Plan
Shelving | 2,973 lineal feet | 3,200 lineal feet
Reader Seating | 55 seats | 62 seats
Lounge Seating | 0 seats | 14 seats
Computers | 6 stations | 16 stations
FURNITURE PLAN KEY NOTES
PERIODICALS
OFFICE 112
LOUNGE 111
MECHANICAL 113
CUSTODIAL 114
TEL/COM 116
ELECTRICAL 115
WORKROOM 110
STAFF TOILET 117
WOMEN'S TOILET 118
MEN'S TOILET 119
STORAGE 120
CIRCULATION DESK
STACKS 103
YOUNG ADULT
CHILDREN 102
BROWSING ROOM 104
CLOSET 121
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BRANCH LIBRARY
IMPROVEMENT PROGRAM

Marina Branch Library Renovation
Frequently Asked Questions

Q. What are the plans for the branch?
A. The renovation priorities include making the branch seismically safe, accessible, and technologically updated. Both the public and staff areas will become more functional. A small expansion in the front, towards the street is planned to recoup space needed for disabled access, seismic work, and building system upgrades.

Q. What will be some of the benefits of the renovated branch?
- Seismic strengthening
- New and accessible restrooms
- More visible and inviting entry
- Designated Teen Area
- Quiet adult reading area
- Flexible space for programs
- Better lighting
- New furniture, shelving, and materials displays
- Exterior book drop
- Clearer signage
- New computers
- Flexible Children's area for story time and other programs
- New self-check machines and reserves pick up area
- A variety of seating choices
- New browsing and periodicals areas
- Improved landscaping
- Better staff work areas
- Improved heating and ventilation

Q. When will the branch be closed and for how long?
A. The branch is scheduled to close for construction in spring 2005 and reopen in early 2007 or sooner. During the renovation, library services will be provided by increasing hours at nearby branches, holding programs at neighborhood schools and community centers, and by bookmobile service.

Q. Who are the architects?
A. The joint venture team of architecture firms Tom Eliot Fisch and Field Paoli.

Q. Will the amount of books increase?
A. While the materials (books, CDs, DVDs, videos, books on tape, etc.) collection will remain the same size, the renovated library will have increased shelving capacity to allow for future growth. Also, materials will be easier to find on new shelves in an improved layout. The small addition will cover increased accessibility, system upgrades, and improved functionality.

Q. What happens to the existing furniture?
A. Some original pieces may be restored, but most of the furniture will be replaced. The Library has developed interior design guidelines to help the architects and staff choose appropriate furniture based on functionality, ergonomics, durability, maintenance, flexibility, sustainability, as well as the architectural period.

Q. Is the community involved in the design process?
A. Yes. A survey was conducted in fall 2002, where 361people gave their opinion about materials, facilities, and services at the branch. Three community meetings were held at the branch to discuss services and review design ideas (September 2002, January 2003 & April 2004). A community meeting is being held in July 2004 to discuss the direction of the current design. Before the plans are finalized, the Library Commission will conduct a public Peer Review where an independent architect, planner, or other specialist, and an interior designer review the design. Then the architects will go back to the community to discuss the final plans.

Q. Is the Library and the Recreation & Park Dept. working together on their projects?
A. Yes. We keep in touch on the timeline and scope of each of our projects.

Q. Where does the money come from to renovate the branch?
A. In November 2000, the voters overwhelmingly passed a bond measure for $106 million to upgrade San Francisco's branch library system. The bond's priorities are to reduce seismic risk, meet modern technological needs and current code requirements, comply with the Americans with Disabilities Act (ADA), and provide spaces that are responsive to current services, yet flexible enough to meet future needs. In addition, while the bond pays for a significant portion of the costs, it does not pay for furniture, fixtures, and equipment. The Friends of the San Francisco Public Library will raise $16 million from private donations to pay for these costs. Call (415) 437-4859 to help with the Friends campaign.

Q. How much money goes for the Marina Branch?
A. The project has an estimated budget of $3.9 million (approximately $2.9 million for construction costs and contingencies) to renovate and expand the building.

Q. How do I find out more information about my branch renovation?
A. Contact the Branch Library Improvement Program at (415) 557-4354, check www.sfpl.org, or email BLIP@sfpl.org.

RANCH LIBRARY
PROVEMENT PROGRAM

Marina Branch Library Renovation
Frequently Asked Questions

Q. What are the plans for the branch?
A. The renovation priorities include making the branch seismically safe, accessible, and technologically updated. Both the public and staff areas will become more functional. A small expansion in the front, towards the street is planned to recoup space needed for disabled access, seismic work, and building system upgrades.

Q. What will be some of the benefits of the renovated branch?
- o Seismic strengthening
- o New and accessible restrooms
- o More visible and inviting entry
- o Designated Teen Area
- o Quiet adult reading area
- o Flexible space for programs
- o Better lighting
- o New furniture, shelving, and materials displays
- o Exterior book drop
- o Clearer signage
- o New computers
- o Flexible Children's area for story time and other programs
- o New self-check machines and reserves pick up area
- o A variety of seating choices
- o New browsing and periodicals areas
- o Improved landscaping
- o Better staff work areas
- o Improved heating and ventilation

Q. When will the branch be closed and for how long?
A. The branch is scheduled to close for construction in spring 2005 and reopen in early 2007 or sooner. During the renovation, library services will be provided by increasing hours at nearby branches, holding programs at neighborhood schools and community centers, and by bookmobile service.

Q. Who are the architects?
A. The joint venture team of architecture firms Tom Eliot Fisch and Field Paoli.

Q. Will the amount of books increase?
A. While the materials (books, CDs, DVDs, videos, books on tape, etc.) collection will remain the same size, the renovated library will have increased shelving capacity to allow for future growth. Also, materials will be easier to find on new shelves in an improved layout. The small addition will cover increased accessibility, system upgrades, and improved functionality.

Q. What happens to the existing furniture?
A. Some original pieces may be restored, but most of the furniture will be replaced. The Library has developed interior design guidelines to help the architects and staff choose appropriate furniture based on functionality, ergonomics, durability, maintenance, flexibility, sustainability, as well as the architectural period.

Q. Is the community involved in the design process?
A. Yes. A survey was conducted in fall 2002, where 361people gave their opinion about materials, facilities, and services at the branch. Three community meetings were held at the branch to discuss services and review design ideas (September 2002, January 2003 & April 2004). A community meeting is being held in July 2004 to discuss the direction of the current design. Before the plans are finalized, the Library Commission will conduct a public Peer Review where an independent architect, planner, or other specialist, and an interior designer review the design. Then the architects will go back to the community to discuss the final plans.

Q. Is the Library and the Recreation & Park Dept. working together on their projects?
A. Yes. We keep in touch on the timeline and scope of each of our projects.

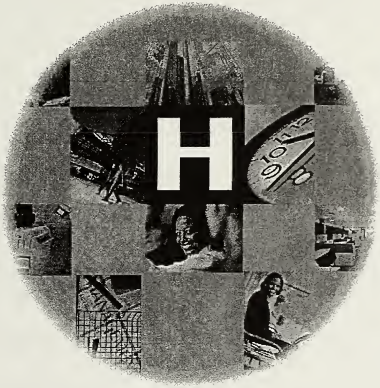
Q. Where does the money come from to renovate the branch?
A. In November 2000, the voters overwhelmingly passed a bond measure for $106 million to upgrade San Francisco's branch library system. The bond's priorities are to reduce seismic risk, meet modern technological needs and current code requirements, comply with the Americans with Disabilities Act (ADA), and provide spaces that are responsive to current services, yet flexible enough to meet future needs. In addition, while the bond pays for a significant portion of the costs, it does not pay for furniture, fixtures, and equipment. The Friends of the San Francisco Public Library will raise $16 million from private donations to pay for these costs. Call (415) 437-4859 to help with the Friends campaign.

Q. How much money goes for the Marina Branch?
A. The project has an estimated budget of $3.9 million (approximately $2.9 million for construction costs and contingencies) to renovate and expand the building.

Q. How do I find out more information about my branch renovation?
A. Contact the Branch Library Improvement Program at (415) 557-4354, check www.sfpl.org, or email BLIP@sfpl.org.

CONFIDENTIAL WORK PLAN

THE HAWKINS COMPANY



SAN FRANCISCO PUBLIC LIBRARY

CITY LIBRARIAN

EXECUTIVE SEARCH

July 2004

San Francisco Public Library
Meeting with Commission Members

July 15, 2004

AGENDA

- Introduction/Qualifications and Experience
- Clarifying Roles and Responsibilities
- Developing a Position Profile for the New City Librarian

    1) Key Attributes
    2) Ideal Qualifications

- Review Work Plan
- Review Search Calendar
- Discussing of Stakeholder Engagement Process

    a) All Staff meeting
    b) Three Community Forums
    c) Survey

QUALIFICATIONS AND EXPERIENCE

The Hawkins Company, established in 1984, is a management consulting firm specializing in executive recruitment. ***The Hawkins Company*** has developed a general practice that focuses on achieving the staffing objectives of private, public and nonprofit clients.

The Hawkins Company is exceptionally well qualified to assist with your staffing needs for the following reasons:

- ***The Hawkins Company*** **is one of the premier minority-owned, senior level executive search firms in the United States, and offers an unbiased professional approach in successfully completing executive search assignments.**

- ***The Hawkins Company*** **utilizes a well-defined six step process in conducting senior level search assignments for Fortune 500 corporations, small and medium size companies, municipalities, public agencies, educational institutions, nonprofits and start-up organizations.**

- ***The Hawkins Company*** **has extensive experience in working with elected officials, boards, top administrators, corporate executives and human resource professionals in designing effective recruitment strategies.**

- ***The Hawkins Company*** **is sensitive to issues of diversity and maintains excellent relationships with various professional organizations and associations.** ***The Hawkins Company*** **has been recognized by** ***The Wall Street Journal*** **for its expertise in diversity recruiting.**

- ***The Hawkins Company*** **has conducted senior level library recruitments for the cities of Brooklyn New York, Oakland, CA, Atlanta, Georgia, Gary, IN, and Inglewood, CA.**

SAN FRANCISCO PUBLIC LIBRARY

DEFINITION OF ROLES AND RESPONSIBILITIES IN THE SEARCH FOR AN CITY LIBRARIAN
July 2004

The Library Commission recognizes the importance of clearly defined roles and responsibilities in the City Librarian search process. In endorsing the following definitions, the Commission will be setting forth the expectations and roles for the Commission and its search consultants.

1. **Library Commission:** The Library Commission is the appointed body charged with the responsibility of recommending to the Mayor candidates for the City Librarian position who can effectively administer the Commission's policies and provide leadership for the SFPL.

The Commission is appointed to make this and many other decisions. Only the Commission can make these decisions on behalf of the City. This Commission recognizes that some decisions that it makes are of great interest to its stakeholders. The selection of a City Librarian is one of the most important decision that the Commission makes. The Commission is committed to making this decision by doing the following:

- Considering a broad range of input in the decision-making process from within and outside of the organization, including administrators and staff, advocacy groups, governmental officials, civic leaders, community organizations and other stakeholders.

- Working with the search consultant(s) to establish a profile and qualifications for the desired candidate. This may include group and individual meetings with commission members, staff and/or others. Determining other public engagement strategies to use during the search process and determining a search calendar to ensure selection of a new City Librarian.

- Working with the search consultants to identify sources of potential applicants/candidates, fully participating in the candidate selection and interviewing process, determining finalist(s) and making the final recommendation(s) to the Mayor, utilizing stakeholder input as appropriate:

- Ensuring that members place the welfare and best interests of the organization ahead of all special and personal interests, guarding against inaccuracies, biases and careless actions; and using common sense, good judgment and ethical principals during the entire search process; and

- Acknowledging that only the Commission Chair or the designee is authorized to speak to the news media/public on behalf of the Commission during the search process.

2. **Search Consultants:** The role of the search consultant is as follows:

- Working with the Commission to establish a profile of the desired candidate and criteria for selection.

- Working with the Commission to establish a search process and work plan, including a search calendar; and guiding the Commission's work to meet the overall time line established by the Commission;

- Identifying qualified candidates throughout the nation based upon the approved criteria;

- Conducting all aspects of the recruitment process to ensure that qualified individuals are recommended to the Commission for consideration;

- Working with commission members to select final candidates to be interviewed by the Commission;

- Assisting the Commission with the interviewing and evaluating processes, leading to the selection by the Commission of the final candidate(s) for recommendation to the Mayor.

- Assisting with final salary negotiations and terms and conditions of employment.

San Francisco Public Library
City Librarian

Interview and Prospective Candidate Suggestions

1. **Please indicate what you feel the key attributes for the City Librarian are:**

2. **Please indicate below the top three (3) priorities for the San Francisco Public Library system?**

San Francisco Public Library
City Librarian Search

Overview of Proposed Tasks and Timelines

	Proposed Tasks	Proposed Timelines
1.	Initial meeting with Commission members and search consultants.	July 15th 2004
2.	Interview Commission members, San Francisco Public Library officials and other stakeholders by phone or in person; participate in other stakeholder engagement activities as determined by the Commission.	July 19th - August 8th 2004
3.	Finalization and approval of recruitment profile.	August 19, 2004
4.	Advertising of the position.	August 20, 2004
5.	Recruitment by search consultants.	August 23rd - September 30th
6.	Requested application deadline.	September 30, 2004
7.	Candidate evaluations by search consultants.	October 1st - October 15th
8.	Presentation of recruitment report to Commission.	October 21, 2004
9.	Commission interviews final (3-5) candidates.	October 29, 2004
10.	Commission selects finalist for recommendation to the Mayor.	November 4, 2004
11.	Mayor elects the City Librarian.	

Adjustments May Be Made To This Timeline As Needed

CHIEF LIBRARIAN SEARCH
Suggested Work Plan

Procedure	CONSULTANTS Responsibility	COMMISSION Responsibility
1 Position and Organizational Analysis	a) Meet with Commission tour system, to better understand needs of the San Francisco Public Library and the community. b) Interview key people related to the position. c) Assist in planning stakeholder engagement. d) Develop draft of position criteria/announcement. e) Aid in developing selection procedures and search calendar.	a) Provide pertinent facts to Consultant. b) Identify key people for Consultant to interview. c) Determine stakeholder engagement. d) Aid in drafting position criteria/announcement. e) Determine selection criteria, procedures to be used and a search calendar.
2 Market Analysis for Potential Candidates	a) Use Consultant(s) sources for potential candidates, including non-traditional. b) Establish specific recruitment procedures for search based on internal data and input from the Commission.	a) Indicate sources that should be favored, including any advertising for the position. b) Indicate sources that should not be contacted.
3 Recruitment	a) Contact sources and develop new sources. b) Place advertisements and/or announcements. c) Receive resumes/respondent information.	a) Suggest candidates that should be contacted, if they are known.
4 Candidate Evaluations	a) Rate respondents and potential candidates materials using resume rating instrument. Conduct personal interviews and background investigations. b) Present report to Commission of the top 8 to 10 candidates.	

5 Interviews of Selected Candidates	a) Prepare interview guides/ question rating forms. b) Coordinate or schedule interviews.	a) Select final (3-5) candidates. b) Conduct candidate interviews. c) Provide pertinent information on results of interview and rating forms.
6 Selection Decisions	a) Meet with or advise Commission on final Mayoral recommendations. b) Assist in determination of conditions of employment and negotiate terms (optional).	a) Recommend final candidate(s) to Mayor. b) Arrange event to introduce the new Chief Librarian.
7 Post Selection Activities	a) Handle search closing activities such as calling or sending letters to all respondents/candidates or preparing letters for Commission President's signature and preparing any required reports.	a) Hold retreat/meeting with new Chief Librarian to clarify roles, responsibilities, priorities, evaluation procedures, etc. (Recommendation). b) Establish performance assessment goals and objectives within 1-2 months after hiring or after retreat. (Recommendation).

COMMUNITY ENGAGEMENT PROCESS

The purpose of ascertaining stakeholder input is vital to the effective outreach and recruitment of highly qualified candidates for the City Librarian position. Input from various stakeholder groups and individuals will aid the Commission in shaping the recruitment profile and provide invaluable information to the Commission, consultants and candidates.

In addition to meeting with the Commission and other key stakeholders, we recommend the following community engagement process:

1. **Neighbor Forum (3) :** To allow library patrons, friends, staff and community to hear from the Commission regarding the City Librarian search and receive input regarding attributes and qualities desired in the City Librarian; and what priorities should be addressed by the City Librarian and the San Francisco Public Library.

2. **All Staff meeting (1)** : Opportunity to receive feedback and candidate recommendations from staff.

3. **Survey :** Develop (Consultant/Commission/Staff) survey to receive written input regarding desired attributes and qualifications for the next City Librarian.

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
July 15, 2004

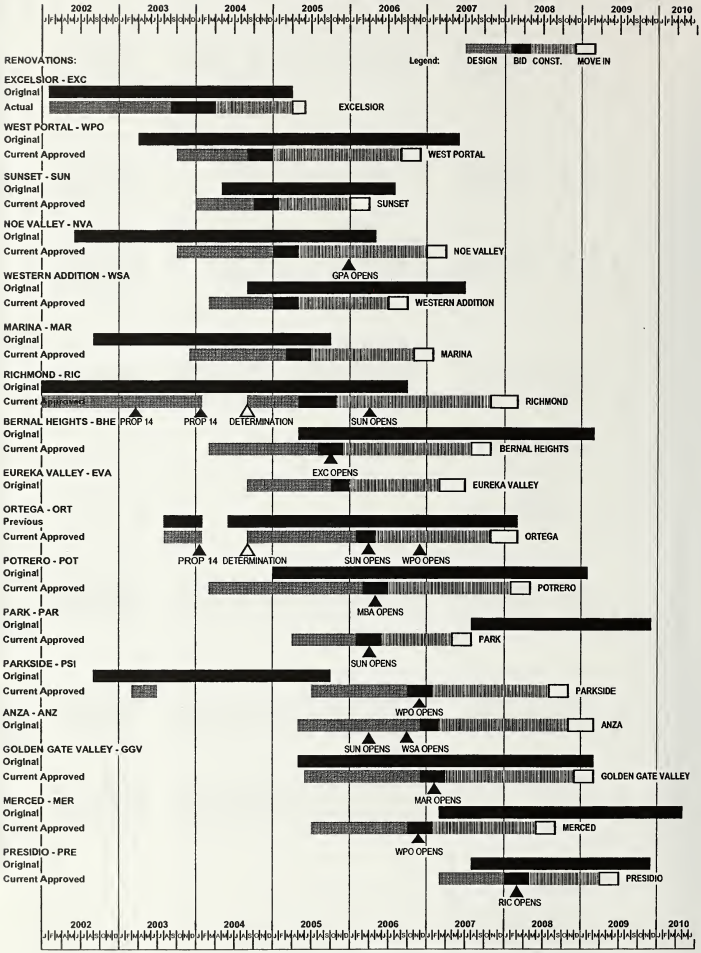
Branch	BUDGET		REVENUE			FUND STATUS		EXPENDITURES/ENCUMBRANCES	
			FUND STRATEGY						
	Baseline Budget (10/01)	Approved Budget (1/04)	City Prop. A Bonds	Other Funds	Total All Sources	Appropriated	Total Available	Actual 30-Jun-04 B	New This Month
Site Acquisitions & New Construction									
Glen Park	4,570,000	4,681,000	4,681,000		4,681,000	4,728,250	4,728,250	212,411	(84,872)
Ingleside	4,570,000	4,843,000	1,943,000	2,900,000 (1)	4,843,000	2,890,000	2,890,000	2,536,453	-
Mission Bay	3,350,000	3,957,000	3,957,000		3,957,000	3,957,000	3,957,000	3,521,508	31,899
Portola	4,570,000	4,388,000	1,988,000	2,400,000 (1)	4,388,000	2,435,000	2,435,000	1,876,752	228
Visitacion Valley	5,320,000	5,826,500	5,826,500		5,826,500	2,870,000	2,870,000	2,232,306	1,530
Support Services	9,080,000	8,876,000	8,876,000		8,876,000	8,626,000	8,826,000	8,814,216	-
SUBTOTAL	*31,460,000*	*32,571,500*	*27,271,500*	*5,300,000*	*32,571,500*	*25,506,250*	*25,506,250*	*19,193,644*	*(51,215)*
Renovations									
Anza	4,740,000	4,503,000	4,503,000		4,503,000				
Bayview	3,820,000	3,629,000	3,629,000		3,629,000			18,690	
Bernal Heights	5,350,000	5,082,500	5,082,500		5,082,500			54,732	42,273
Eureka Valley	4,580,000	4,351,000	4,351,000		4,351,000			18,202	
Excelsior	3,820,000	3,649,000	3,649,000		3,649,000	3,829,000	3,629,000	2,844,698	175,994
Golden Gate Valley	5,340,000	5,073,000	5,073,000		5,073,000	50,000	50,000		
Marina	4,110,000	3,904,500	3,904,500		3,904,500	976,125	978,125	525,831	
Merced	4,200,000	3,990,000	3,990,000		3,990,000	-	-		
Noe Valley	4,410,000	4,189,500	4,189,500		4,189,500	1,047,125	1,047,125	734,745	(1)
North Beach	3,460,000	3,287,000	3,287,000		3,287,000	821,750	821,750	118	
Ortega	3,560,000	3,382,000	3,382,000		3,382,000	350,000	350,000	140,768	-
Park	1,310,000	1,244,500	1,244,500		1,244,500	-	-		
Parkside	2,880,000	3,236,000	3,236,000		3,236,000	2,736,000	2,736,000	89,204	
Potrero	4,230,000	4,018,500	4,018,500		4,018,500	-	-	10,279	
Presidio	1,530,000	1,453,500	1,453,500		1,453,500	353,400	353,400	124,894	
Richmond	7,830,000	7,141,500	41,500	7,100,000 (1) (2)	7,141,500	2,441,500	2,441,500	994,313	-
Sunset	1,490,000	1,415,500	1,415,500		1,415,500	1,415,500	1,415,500	247,469	1
West Portal	4,110,000	3,904,500	3,904,500		3,904,500	976,125	976,125	686,315	10,166
Western Addition	3,430,000	3,258,500	3,258,500		3,258,500	-	-	84,174	29,598
SUBTOTAL	*74,000,000*	*70,713,000*	*63,613,000*	*7,100,000*	*70,713,000*	*14,796,525*	*14,796,525*	*6,554,430*	*272,283*
Program-Wide Services & Costs									
Library Program Costs	800,000	800,000	800,000		800,000	600,000	600,000	572,901	85,937
Program Consultants	750,000	750,000	750,000		750,000	562,500	562,500	123,587	3,195
City Program Management	3,600,000	3,600,000	3,600,000		3,600,000	1,013,822	1,013,822	1,124,862	73,465
Real Estate Dept	120,000	235,281	235,281		235,281	235,281	235,281	235,281	0
Art Enrichment Program	0	302,000	302,000		302,000	302,000	302,000	117,993	597
Program Interim Services	0	438,400	253,542	184,858 (4)	438,400	300,000	300,000	251,412	(2,120)
Relocation & Moving Reserve	4,360,000	410,000	94,858	315,142 (4)	410,000	0	0		0
Furniture & Equipment Reserve	15,000,000	16,000,000	0	16,000,000 (3)	16,000,000	0	0		0
Bond Financing Costs	1,500,000	1,500,000	1,500,000		1,500,000	338,622	338,622	290,051	0
Program Reserve	1,675,000	7,444,819	7,444,819		7,444,819	0	0		0
SUBTOTAL	*27,805,000*	*31,480,500*	*14,980,500*	*16,500,000*	*31,480,500*	*3,352,225*	*3,352,225*	*2,716,087*	*161,074*
TOTAL	**133,265,000**	**134,765,000**	**105,865,000**	**28,900,000**	**134,765,000**	**43,655,000**	**43,655,000**	**28,464,161**	**382,142**

(1) Prop. 14 State Grants
(2) Earthquake Safety Program funds remaining for Branch Libraries ($2,400,000 for Richmond)
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Library Preservation Fund approved by Library Commission ($500,000) 1/04

Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report

Approved February 19, 2004



Branch Library Program Summary Schedules

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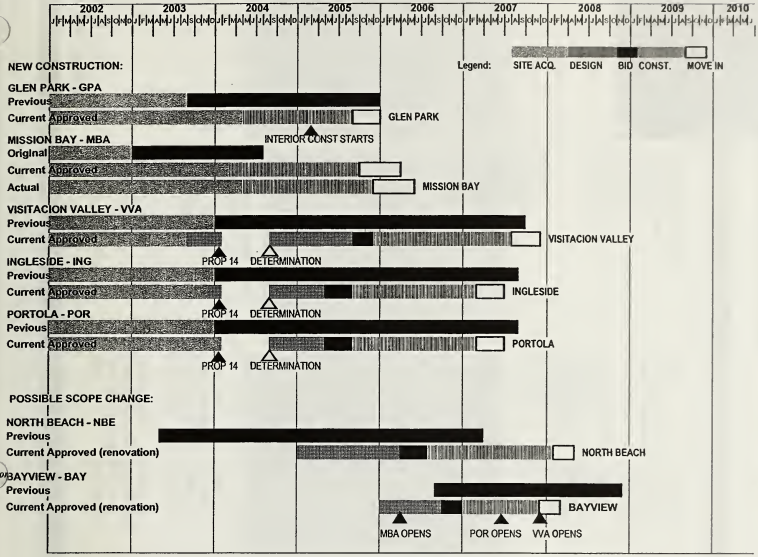


Branch	Contacts	Statistics	Progress Report	Schedule

Mission Bay Branch

4th and Berry Streets

District/Supervisor:
6 / Daly
Architect:
Santos Prescott
Hardison Komatsu Ivelich & Tucker
Contractor:
Cahill Construction
Developer:
Mercy Housing
SF Redevelopment Agency

Bid:	**$2,433,635**
Change Orders:	**$17,791**
Total Contract:	**$2,451,426**
Payments:	**$113,775**
Duration:	**638 days**
Extensions:	**0 days**
Total Duration:	**638 days**
End Date:	**12/06/05**

Pile driving 70% complete (production complete, installation underway)
Pile driving initially caused upheaval & liquefaction- new successful procedures have been implemented.
No new change orders to report this month

■Design □Const □Move in

Support Services Center

190 9th Street

District/Supervisor:
6 / Daly
Architect:
DPW Bureau of Architecture
Tom Eliot Fisch
Contractor:
Kin Wo

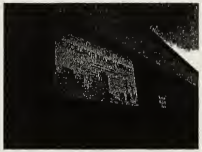
Bid:	**$493,000***
Change Orders:	**$46,840**
Total Contract:	**$539,840**
Payments:	**$0**
Duration:	**120 days**
Extensions:	**8 days**
Total Duration:	**128 days**
End Date:	**08/31/04**

* **$181,027 Bond funds**

Interior walls complete
Paint & carpet installation complete
Plumbing at loading dock complete
Concrete pour at loading dock to begin soon
CO#1 new shelving on 3FL & various changes

■Design ■Bid
□Const □Move in

Branch	Contacts	Statistics		Progress Report	Schedule
Excelsior Branch 4400 Mission Street	**District/Supervisor:** 11 / Sandoval **Architect:** DPW Bureau of Architecture **Contractor:** CDX Builders	**Bid:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **End date**	$1,793,800: $54,000 $1,847,800 $164,855 460 days -90 days 370 days 03/27/05	Rear ADA ramp excavation Moment frame & hold-down installations Slab cutting for grade beams Asbestos ducts under slab to be abated Roof removal Construction sign installed CO#1 for accelerated schedule incentives.	 ■ Design ■ Bid □ Const □ Move in



DRAFT

SAN FRANCISCO PUBLIC LIBRARY
DRAFT INCOMPATIBLE ACTIVITIES STATEMENT
(Prepared July 9, 2004 By SFPL HR Staff)

This Statement of Incompatible Activities is required by San Francisco Campaign and Governmental Conduct Code section 3.218. This Statement does not specify every possible limitation on incompatible activities. It is intended to provide guidance to employees about what types of activities are incompatible with their duties to the San Francisco Public Library. Engaging in the activities identified in this Statement as incompatible may subject an officer or employee to discipline, as well as to monetary fines and penalties. (C&GC Code § 3.242.) No discipline or penalties may be imposed for engaging in incompatible activities until the officer or employee has an opportunity to explain why the activity should not be deemed incompatible. (C&GC Code § 3.218.)

Nothing in this Statement shall exempt any person from applicable provisions of other laws. Any questions about the interpretation of this Statement should be directed to the Library Human Resources Director.

I. GENERAL

The mission of the San Francisco Public Library is to provide free and equal access to information, knowledge, and independent learning and the joys of reading for our diverse community. The following activities are incompatible with that mission and may not be engaged in by any officers or employees of the Library:

- Providing one Library user or group of Library users with access to Library resources while denying that access to another individual user or group of Library users unless there is an institutionally approved policy governing this situation (such as limiting access to children's computer equipment to children and their parents).

- Providing one Library user or group of Library users with services while denying those services to another individual user or group of Library users.

- Failing to provide services in a non-judgmental way that is sensitive to, and supportive of, human differences.

- Failing to use professional judgment, knowledge, and experience to develop and maintain collections, services and staff that respect and reflect the diversity of the City and County of San Francisco.

II. USE OF DEPARTMENTAL RESOURCES AND PRESTIGE OF OFFICE

A. Use of Department Resources

City resources, including telephone, computer, fax machine, or supplies, may not be used for non-City purposes.

- Notwithstanding this prohibition, occasional use of the telephone to communicate about personal or family matters such as doctor appointments, child care, transportation arrangements, or meeting times and similar *de minimus* uses will not constitute a violation of this section.

- No calls or emails involving outside non-City employment are permitted on City telephones or equipment. If a call or email relating to outside employment is received, the officer or employee should inform the person of the appropriate non-City contact information and conduct the conversation at another time not using City resources.

B. Use of Prestige of the Office

Officers and employees may not use their City title or designation for any private gain or advantage.

- Officers and employees should not distribute their City business cards or use any other Library identification badge for any personal reason and should not use City letterhead or email for any non-City communication.

- Officers and employees may not present themselves in the course of an outside activity as a representative of, or acting in the name of, the Library unless specifically authorized by the City Librarian or Library Commission to do so.

- Officers and employees may not use their influence and/or position to promote personal agendas through exhibitions, programs, or the broadcast resources available through Library Media Services.

- Officers and employees should not attempt to increase the number of hours they work with the Library or attempt to increase the compensation they receive from the Library by seeking contracts with SFPL to offer services they already provide. Examples include, but are not limited to:

    - Security guards should not attempt to gain additional hours by developing contracts to provide independent security services for SFPL or the City.

    - Custodians should not attempt to gain additional hours by developing contracts to provide independent custodial services for SFPL or the City.

    - Crafts workers such as painters and carpenters should not attempt to gain additional hours by developing contracts to provide independent painting or carpentry services for SFPL or the City.

    - Employees in charge of maintaining Library web pages or producing Library programs for broadcast over government cable access stations should not attempt to gain additional hours by developing contracts to produce and/or maintain Library web pages or produce additional programs to be broadcast for the Library.

DRAFT

III. COMPENSATION FOR ASSISTANCE WITH CITY SERVICES

Officers and employees may not receive or accept payment or anything else of value from anyone other than the City for the performance of an act the officer or employee would be expected to or actually does render in the regular course of service to the Library.

They also may not establish any professional employer/employee relationship or paid or unpaid consultant relationship with vendors who do business with the officer/employee at the Library or the officer/employee's San Francisco Public Library department or branch. Examples of incompatible activities include, but are not limited to:

- Serving as a sales representative, purchaser, writer, editor, or publicist for a publisher if the staff member is involved in ordering materials for the Library.

- Serving as a sales representative, purchaser, programmer, editor, or publicist for a publisher of databases or other electronic media if the staff member is involved in ordering materials for the Library.

- Serving as a book binder or book repairer for companies or organizations paid to bind or repair books for the Library if the staff member is involved in hiring book binders and/or repairers for the Library .

- Serving as a consultant, exhibition designer, or preparator for a company, nonprofit organization, artist, or artists' collective whose exhibitions are booked into the Library.

- Serving as an instructor for companies or organizations paid to provide training at the Library if the staff member is involved in hiring trainers for the Library .

Nothing in this section shall preclude the receipt of a bona fide award provided to recognize exceptional service by a City employee, and which is not provided in return for the rendering of specific services.

IV. ACTS SUBJECT TO REVIEW BY THE DEPARTMENT

Officers and employees may not engage in outside activities that are subject to the control, inspection, review, audit or enforcement of the Library. For the Library, employees may not:

- Work for any outside company or agency which is being paid to collect fees and fines for overdue, damaged, or lost Library materials.

V. TIME DEMANDS

Employees may not engage in outside activities with time demands that would render performance of the employee's duties for the Library less efficient.

Furthermore, full-time employees of the Library may not accept additional employment without the approval of the City Librarian. Additional employment is defined as work with either an outside organization or another City Department for which an employee is compensated.

Request for Approval of Additional Employment

When an employee is considering additional employment, he or she must submit the "Request For Additional Employment" form (DHR 1-72a) to the Department of Human Resources for approval. The form is available in the Library Human Resources Division. This form requires information from the intended employer and approval from the City Librarian or designee. The limits on approval of outside employment are:

- Additional employment is limited to a maximum of 20 hours per week,

or

- Additional employment is limited to no more than 11 hours (combined City employment and additional employment) per work day.

- Approval is limited to a six-month period. Any additional employment beyond six months requires a new request.

VI. CALIFORNIA POLITICAL REFORM ACT CONFLICT OF INTEREST

In 1974, California voters adopted the "California Political Reform Act." This act established strict requirements for all City and County of San Francisco officials and employees to prevent them from influencing decisions that would benefit them personally or financially.

Essential Requirements

There are two essential requirements of the Act.

- There are specific classifications that require individuals to file statements of economic interest. Specifically, any individuals occupying a designated classification must file a completed Form 700 both annually and within 30 days of appointment, promotion, transfer, or separation. (Form 700 is available in the City Librarian's Office.)

- Any employee must disqualify himself/herself from participation in or influencing a decision from which the employee could profit or in which the employee has certain economic interests. Gifts, tickets and passes are considered income and thus subject to disclosure and disqualification requirements.

Designated Positions
(This listing of designated positions is subject to change.)

City Librarian
Deputy City Librarian
Chiefs
Secretary to the Library Commission
Finance Director
Operations & Maintenance Director

Public Library
2004-05 Proposed Budget (Summary)

	Operations	Capital	Total
2003-04 AAO	**$ 54,476,189**	**$ 2,405,651**	**$ 56,881,840**
One-time Cost Reductions	$ (1,112,808)	$ (2,405,651)	$ (3,518,459)
Baseline Increases (Non-discretionary)	$ 2,355,890	$ -	$ 2,355,890
New Spending (Discretionary)	$ 1,089,063	$ 2,662,081	$ 3,751,144
Base Reductions	$ (497,962)	$ -	$ (497,962)
Subtotal Adjustments	**$ 1,834,183**	**$ 256,430**	**$ 2,090,613**
2004-05 Proposed	**$ 56,310,372**	**$ 2,662,081**	**$ 58,972,453**
Budget Committee Reductions	**$ (132,144)**	**$ -**	**$ (132,144)**
2004-05 Approved Budget (Budget Committee)	**$ 56,178,228**	**$ 2,662,081**	**$ 58,840,309**

Of the $1.834 million Operating Budget Increase
$2.356 million in baseline cost increases; and,
$1.089 million in new spending initiatives; offset by
$1.113 million in one-time cost adjustments; and,
$498,000 in base reductions

The $2.355 million increase in our baseline costs includes:
$1.506 million increase for the retirement system subsidy
$430,000 increase in the cost of employee health/dental plans
$76,000 increase in unemployment insurance
$125,000 increase in cost of services provided by other City Departments
$132,000 in annualized costs.
**** $86,000 in misc. adjustments (one-less wrk day, substitutions, etc). $7,702 cut by the Budget Committee***

The $1.089 million for New items funded in the proposed budget include:
Book budget augmentation ($286,500)
Technology Refresh ($225,000)
**** RFID ($300,000): Funds placed on reserve by Budget Committee***
Elevator maintenance contract ($70,000)
Full-time Delivery Driver ($50,447)
Two 15 hour/week Library Page positions for Branch reserves ($24,674)
**** A/V equipment replacement ($22,000). Funds cut by the Budget Committee***
Materials and supply increase of OCYS ($8,000)
**** Self-check machines for Branch ($52,442). Funds cut by the Budget Committee***
**** City Librarian recruitment ($50,000). Funds cut by the Budget Committee***

$498,000 in Baseline Budget reductions include:

$268,000 reduction in budgeted salaries (increase attrition from 4.6% to 5%).
$105,000 reduction in grant to Clean City Coalition for the TLC
$70,000 cut to WO with Tax Collector for materials recovery.
$11,880 reduction in training funds
$43,400 cut in various materials and supply budgets.

The $2.662 million Capital Improvement Budget includes:

$310,000 for the Deferred Maintenance Program; and,
$2.352 million for POE related projects at the Main Library.

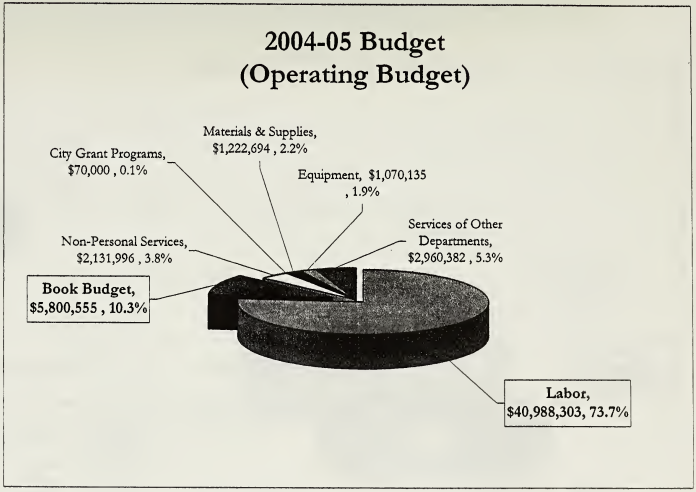
**** Budget Committee also placed the salaries ($200,695) of the Deputy City Librarian and the Chief of Children's Services on a 9 month reserve pending a report to Finance Committee on progress made to spend $500,000 appropriated in 2003-04 to buy books & materials for school libraries.***

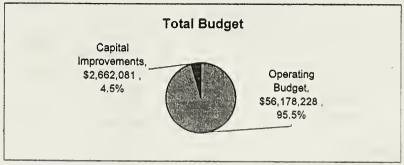
Con

PUBLIC LIBRARY
2004-05 Budget (AAO)

		EIB	EGG	EEG	FAL	EGE	EEF	EGH	EGF	EGD	
		Admin.	Automation	Branch Libraries	Children's Programs	IRMO	Main Library	Operations & Maint.	Public Affairs	Technical Srvcs.	Total
001	Salaries	$ 1,587,226	$ 1,152,922	$ 9,685,533	$ 4,326,157	$ 526,495	$ 9,736,353	$ 3,762,064	$ 741,834	$ 2,747,562	$ 34,266,146
013	Fringe Benefits	$ 357,431	$ 274,979	$ 2,391,238	$ 1,092,080	$ 131,153	$ 2,460,777	$ 1,041,060	$ 196,447	$ 711,155	$ 8,656,320
021	Non-Personal Services	$ 255,373	$ 334,552	$ 291,716	$ 19,390	$ 640	$ 466,364	$ 462,111	$ 51,000	$ 250,850	$ 2,131,996
038	City Grant Programs	$ -	$ -	$ 70,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 70,000
040	Materials & Supplies	$ 17,500	$ 287,371	$ 146,617	$ 75,430	$ 8,000	$ 129,139	$ 439,328	$ 35,700	$ 83,609	$ 1,222,694
040	Books & Other Collection Material	$ -	$ -	$ -	$ 800,563	$ 4,991,992	$ 8,000	$ -	$ -	$ -	$ 5,800,555
060	Equipment	$ -	$ 1,070,135	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,070,135
081	Services of Other Departments	$ 1,063,712	$ 445,837	$ -	$ 84,011	$ -	$ 10,000	$ 1,285,512	$ 71,310	$ -	$ 2,960,382
095	Capital Projects (transfers)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL, OPERATING	$ 3,281,242	$ 3,565,796	$ 12,585,104	$ 6,397,631	$ 5,658,280	$ 12,810,633	$ 6,990,075	$ 1,096,291	$ 3,793,176	$ 56,178,228
060	Bldgs, Structures, & Imprv.	$ -	$ -	$ -	$ -	$ -	$ 2,352,081	$ 310,000	$ -	$ -	$ 2,662,081
	TOTAL BUDGET	$ 3,281,242	$ 3,565,796	$ 12,585,104	$ 6,397,631	$ 5,658,280	$ 15,162,714	$ 7,300,075	$ 1,096,291	$ 3,793,176	$ 58,840,309

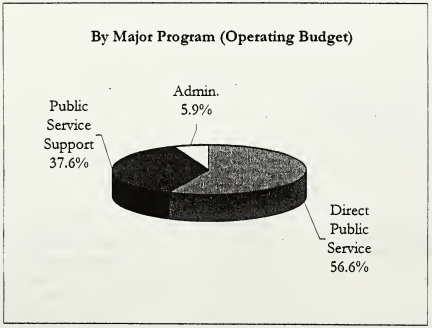
Labor	$ 42,922,466
Book Budget	$ 5,800,555
Non-Personal Services	$ 2,131,996
City Grant Programs	$ 70,000
Materials & Supplies	$ 1,222,694
Equipment	$ 1,070,135
Services of Other Departments	$ 2,960,382
Operating Budget	**$ 56,178,228**
Capital Improvements	$ 2,662,081
Total Budget	**$ 58,840,309**

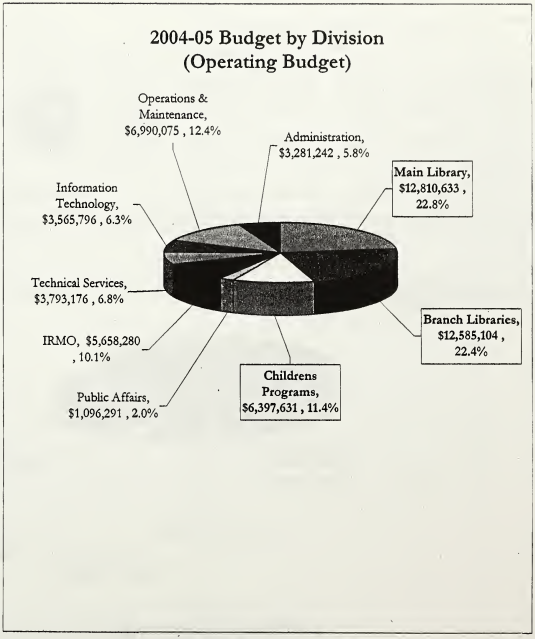

2004-05 Budget
(Operating Budget)
Materials & Supplies, $1,222,694 , 2.2%
City Grant Programs, $70,000 , 0.1%
Equipment, $1,070,135 , 1.9%
Services of Other Departments, $2,960,382 , 5.3%
Non-Personal Services, $2,131,996 , 3.8%
Book Budget, $5,800,555 , 10.3%
Labor, $40,988,303, 73.7%



	Operating	Capital	Total
Main Library	$ 12,810,633	$ 2,352,081	$ 15,162,714
Branch Libraries	$ 12,585,104	$ -	$ 12,585,104
Childrens Programs	$ 6,397,631	$ -	$ 6,397,631
Public Affairs	$ 1,096,291	$ -	$ 1,096,291
IRMO	$ 5,658,280	$ -	$ 5,658,280
Technical Services	$ 3,793,176	$ -	$ 3,793,176
Information Technology	$ 3,565,796	$ -	$ 3,565,796
Operations & Maintenance	$ 6,990,075	$ 310,000	$ 7,300,075
Administration	$ 3,281,242	$ -	$ 3,281,242
TOTAL	$ 56,178,228	$ 2,662,081	$ 58,840,309

	Operating	Capital	Total
Direct Public Service	$ 31,793,368	$ 2,352,081	$ 34,145,449
Public Service Support	$ 21,103,618	$ 310,000	$ 21,413,618
Administration	$ 3,281,242	$ -	$ 3,281,242
TOTAL BUDGET	$ 56,178,228	$ 2,662,081	$ 58,840,309

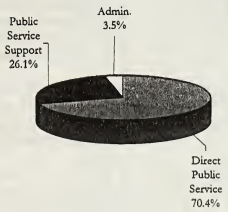



2004-05 Budget by Division (Operating Budget)
Operations & Maintenance, $6,990,075 , 12.4%
Administration, $3,281,242 , 5.8%
Main Library, $12,810,633 , 22.8%
Information Technology, $3,565,796 , 6.3%
Technical Services, $3,793,176 , 6.8%
IRMO, $5,658,280 , 10.1%
Branch Libraries, $12,585,104 , 22.4%
Childrens Programs, $6,397,631 , 11.4%
Public Affairs, $1,096,291 , 2.0%

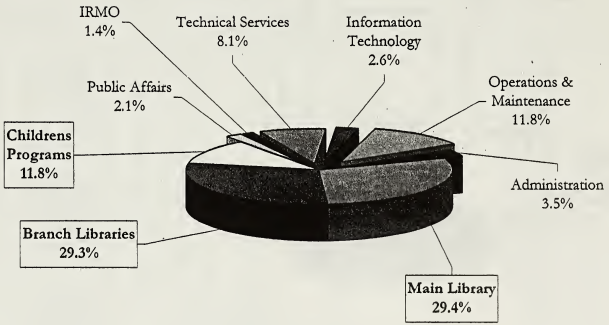
Main Library	180.73
Branch Libraries	180.34
Childrens Programs	72.62
Public Affairs	13.16
IRMO	8.82
Technical Services	49.66
Information Technology	16.31
Operations & Maintenance	72.80
Administration	21.26
TOTAL	615.70

Direct Public Service	433.69
Public Service Support	160.75
Admin.	21.26
Total, Operations	615.70
Capital Imprvt. Prg.	0.00
TOTAL BUDGET	615.70

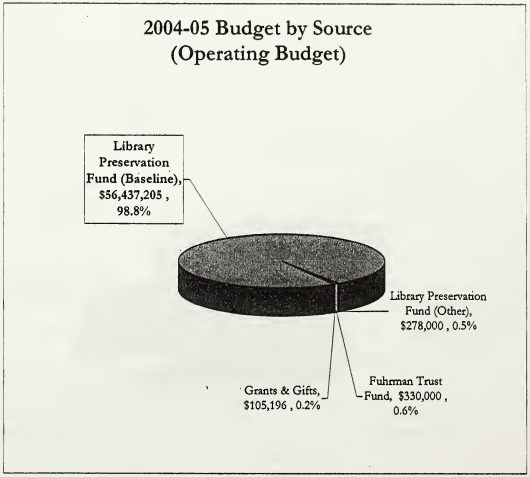
FTE By Program

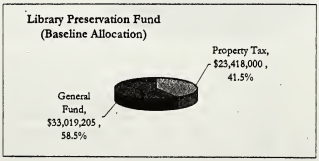


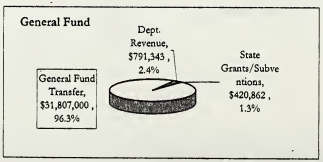
2004-05 FTE by Division

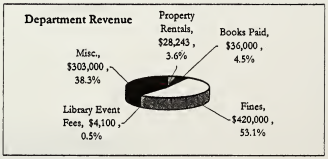


	Operating	Capital	Total
Library Preservation Fund (Baseline)	$ 56,437,205	$ -	$ 56,437,205
Library Preservation Fund (Other)	$ 278,000	$ -	$ 278,000
Fuhrman Trust Fund	$ 330,000	$ -	$ 330,000
Grants & Gifts	$ 105,196	$ -	$ 105,196
Library Preservation Fund Balance	$ -	$ 239,253	$ 239,253
Library Improvement Fund	$ -	$ 1,450,655	$ 1,450,655
Branch Library Improvement Bond	$ -	$ -	$ -
Total	$ 57,150,401	$ 1,689,908	$ 58,840,309
LPF (Baseline Allocation)			
Property Tax	$ 23,418,000	$ -	$ 23,418,000
General Fund	$ 33,019,205	$ -	$ 33,019,205
Total, Baseline Revenue	$ 56,437,205	$ -	$ 56,437,205
General Fund			
Dept. Revenue	$ 791,343	$ -	$ 791,343
State Grants/Subventions	$ 420,862	$ -	$ 420,862
General Fund Transfer	$ 31,807,000	$ -	$ 31,807,000
Total	$ 33,019,205	$ -	$ 33,019,205
Department Revenue			
Property Rentals	$ 28,243	$ -	$ 28,243
Books Paid	$ 36,000	$ -	$ 36,000
Fines	$ 420,000	$ -	$ 420,000
Library Event Fees	$ 4,100	$ -	$ 4,100
Misc.	$ 303,000	$ -	$ 303,000
Total	$ 791,343	$ -	$ 791,343


2004-05 Budget by Source
(Operating Budget)
Library Preservation Fund (Baseline), $56,437,205 , 98.8%
Library Preservation Fund (Other), $278,000 , 0.5%
Fuhrman Trust Fund, $330,000 , 0.6%
Grants & Gifts, $105,196 , 0.2%






Department Revenue
Property Rentals, $28,243 , 3.6%
Books Paid, $36,000 , 4.5%
Misc., $303,000 , 38.3%
Library Event Fees, $4,100 , 0.5%
Fines, $420,000 , 53.1%

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
AUG 13 2004
SAN FRANCISCO
PUBLIC LIBRARY

SF
P76
#1
8/19/04

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, August 19, 2004
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. CITY LIBRARIAN SEARCH PROGRESS REPORT DISCUSSION
Presentation on and discussion of a progress report on ongoing efforts to seek applicants to recommend as candidates for the Library Commission to consider as nominees to the Mayor for the position of City Librarian.

3. CITY LIBRARIAN PROFILE & RECRUITMENT BROCHURE ACTION
Presentation of and discussion of and possible action to approve a City Librarian Profile and Recruitment Brochure for use by the executive search firm to seek applicants to recommend as candidates for the Library Commission to consider as nominees to the Mayor for the position of City Librarian.

4. BOND PROGRAM MANAGER'S REPORT DISCUSSION
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of *an informational presentation*: status of City contracting policies *Regular reports*: program budget and schedule; active projects and construction reports; and community outreach; and *special reports;* Design Excellence Program, design review update
Explanatory documents: current Budget Report and Branch Library Summary Schedules

5. CITY LIBRARIAN'S REPORT DISCUSSION
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The Acting City Librarian will report on the following subjects: 2004/05 budget update; Prop. E (Library Preservation Fund, 1994) hearings; a Chinatown reflooring project; and exhibits and programs.

6. RESOLUTION COMMENDING COMMISSIONER STREETS ACTION
Presentation of, discussion of, and possible action to approve a resolution honoring Commissioner Fran Streets' exemplary leadership and service during her decade in office as a member of the San Francisco Public Library Commission.
Explanatory Document: draft resolution

7. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of June 3, 2004.
Explanatory document: draft Minutes

8. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of June 17, 2004.
Explanatory document: draft Minutes

9. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of July 15, 2004.
Explanatory document: draft Minutes

10. FRIENDS OF THE LIBRARY REPORT DISCUSSION
(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

11. LABOR UNION REPORT
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

12. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration.)

13. ADJOURNMENT (requires motion and public comment) ACTION

8/13/04 - M. Housh, Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 409 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org/Sunshine

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 9/11/03

DRAFT

DOCUMENTS DEP

SEP 16 2004

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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19/04
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Gavin Newsom
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Carol Steiman
Vice President

Helen Marte Bautista
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Steven A. Coulter
Dan A. Streets
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, August 19, 2004.

The San Francisco Public Library Commission held a regular meeting on Thursday, August 19, 2004, in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 4:08pm.

The following members were present: Bautista, Coulter, Higueras, and Streets. Commissioner Chin joined the meeting at 4:14pm. Vice President Steiman and Commissioner Strobin were reported excused attendance.

AGENDA ITEM #1 PUBLIC COMMENT

Public comment on AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public quoted from a recent Library Journal editorial and commented on San Francisco Public Library history.
Mr. Michael Kwok expressed his frustration as a disabled person at being unable to participate in a City Librarian Search Process community meeting held at the West Portal Library.
Mr. Peter Warfield echoed concern with accessibility issues; found the City Librarian Search process rushed, and suggested additional community meetings. Mr. Warfield also recommended readings noted in the cited Library Journal editorial and commented about his complaints against the Library at the Sunshine Ordinance Task Force.

President Higueras announced that the agenda would be reordered and that the BLIP Manager's Report would be taken up next followed by the City Librarian Search Process related items.

AGENDA ITEM #4 BOND PROGRAM MANAGER'S REPORT

(Presented by Branch Library Improvement Program Manager Marilyn Thompson -This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

Ms. Thompson introduced Deputy City Attorney Catharine Barnes. Ms Barnes presented a report on the City's new Disadvantaged Businesses Contracting Policy put into place by the Board of Supervisors as an urgent matter in wake of a recent court decision disallowing contracting policies under the Minority and Women Owned Business Ordinance as an informational presentation at the meeting. The BLIP Manager next presented the current budget and schedule of active projects, a construction report, and community outreach report, (copies attached). Ms. Thompson concluded her report by presenting special reports on the Bond Program's responses to the Peer Review Panel's comments concerning the West Portal and Noe Valley Libraries.

Public comment on AGENDA ITEM #4 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public questioned the dating of reports offered and discussed the possible impact of cost escalations in branches such as Ortega when their renovation was delayed.
Mr. Michael Kwok urged that better signage for disabled access in all of the branches and called attention to the Disabled Community's preference for ramped access rather that use of elevators. Mr. Kwok recommended cooperation with the Mayor's Office on Disability in developing the branch projects.

The Acting City Librarian left the meeting at 5:05pm.

AGENDA ITEM #2 CITY LIBRARIAN SEARCH PROCESS REPORT

Library Executive Search Consultant Mr. Hawkins presented a detailed overview of the and review of the ongoing City Librarian Search process focusing particular attention on the information gathered through four staff and seven community input meetings and noting that 60% of the 113 survey forms returned were from library staff, (copy attached). Mr. Hawkins described the responses received and outlined the next steps in the process.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN SEARCH PROCESS REPORT

An anonymous member of the public described the community meetings as outrageous and suggested that the public process was designed to put a gloss on a secretive closed process noting the Richmond meeting was held behind a closed door.
Mr. Peter Warfield expressed concern with the lack of mention of books in Mr. Hawkins' report and found what he termed blurring of comments appalling. Mr. Warfield commented that too few topics were addressed and too few respondents reached in the process.
Ms. Melissa Riley, Branch Librarian/Librarian's Guild submitted a 1997 Librarians' Guild statement on the qualities sought in a new City Librarian as well as information conceding the American Library Association (ALA) Core Values Committee on which she serves. Ms Riley also called attention to a recent Library Journal article "Staying Public" that found libraries to be the democratic heart of their communities.

Commission discussion of AGENDA ITEM #2 CITY LIBRARIAN SEARCH PROCESS REPORT

The Commissioners each discussed in some detail their experiences at the out-reach meetings that each had attended, calling attention to wide range of views and comments offered. There followed a discussion about importance of the generating publicity and making extensive media outreach during this process and suggestions were made for finding more additional ways, including use of the City Channel, to get the word out to the community concerning the ongoing City Librarian Search. The Commission then

discussed qualities they would expect in candidates seeking to become the new City Librarian

At the end of this discussion, after responding to a question by Commissioner Bautista concerning inter-relationships and differing views between Main Library and branch staff, Ms. Riley introduced Ms. Faye Roe, the new Local 790, SEIU representative to the Commissioners.

AGENDA ITEM #3 CITY LIBRARIAN PROFILE & RECRUITMENT BROCHURE

Mr. Hawkins presented a proposed design layout for the proposed 11"x17" recruitment Brochure and discussed a proposed text, (copy attached). Mr. Hawkins noted that such brochure were an expected element of most executive search efforts.

Public comment on AGENDA ITEM #3 CITY LIBRARIAN PROFILE & RECRUITMENT BROCHURE

An anonymous member of the public found the brochure selling the City rather than the job and found troubling the use of terms such as "stakeholder", suggesting that this was a tool to exclude and the brochure appeared to give a consumer/commercial focus to the position.
Mr. Peter Warfield commented that the brochure should be clear on the position's requirements and call attention to balancing traditional and technical library services, as well as emphasize critical issues facing the Library. Mr. Warfield was troubled by an emphasis he found on fundraising and donor solicitation.

Commission discussion of AGENDA ITEM #3 CITY LIBRARIAN PROFILE & RECRUITMENT BROCHURE

Commissioner Coulter questioned the need for such a brochure; finding the proposed example generic and not focused on informing candidates of the real challenges and opportunities presented by the City Librarian's position. Commissioner Coulter felt the brochure lacked dynamism and should instead tell the good and bad, suggesting that it be honest about the cauldron of reality candidates for the position would face. Commissioner Coulter noted that the issues facing the new City Librarian should be more fully spelled out in 10 or 12 items bluntly put. He asked about the relative important of several factors including fundraising responsibilities, the necessity that candidates have an MLS Degree, and noted the importance of their being intellectually engaging. This was, Commissioner Coulter noted a tough city and a difficult job. President Higueras recommended a shorter brochure focus on the many positives rather than just the few negatives about the position. President Higueras found the proposed brochure glossy and felt there was little need to sell the City to prospective candidates. President Higueras requested that whatever was produced be factual concise and deal with realities. Commissioner Bautista pointed that candidates should be aware of issues such as the challenges in serving the homeless. Commissioner Chin thought that candidates should be encouraged to take up the challenges highlighted. Mr. Hawkins

responded to the discussion by noting that the brochure of some kind was an expected tool in most serious executive searches and that he would take all the comments offered and bring back a revised proposal at the September 2 meeting.

The Acting City Librarian rejoined the meeting at 6:45pm

AGENDA ITEM #5 CITY LIBRARIAN'S REPORT

Acting City Librarian Paul Underwood informed the Commissioners of the details of the final $58.845 million 2004/05 Library Budget as approved by the Board of Supervisors and signed by Mayor Newsom with minimal reductions. Mr. Underwood discussed the Board's decision to approve on reserve $300,000 in initial funding for RFID and reported that the Library would work cooperatively with the ACLU and EFF to craft a Request for Proposals (RFP) for the Library's RFID system that addressed the concerns raised by members of the public. The Acting City Librarian also reported that because of a perceived to delay in expending a $500,000 allocation of Library Preservation Fund monies for school libraries made last fiscal year, that 80% of the budgeted funds for the salaries of the Deputy City Librarian and Chief of Children & Youth Services had been placed in a reserve pending a review by the Board's Finance Committee that the earmarked funds had been spent. Mr. Underwood noted that this budget resulted in the Library retaining a $2.429 million Budget reserve. The Acting City Librarian next discussed the impact of "bumping" among city job classifications and how that affected Library staff. The Acting City Librarian then passed around a sign-up sheet listing a proposed schedule for the 28 mandated Prop. E (Library Preservation Fund 1994) branch meetings he proposed be held during September 13 through October 16th. Mr. Underwood requested that the Commissioners to sign up for at least 4 or 5 meetings each. The Acting City Librarian next reported on the completion of a reflooring project for the Chinatown Branch and concluded his report with details of upcoming programs and exhibitions.

Public comment on AGENDA ITEM #5 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented that library budget reserves had been proposed to be redirected to provide youth employment, noted that they would have preferred a written report on the proposed Prop. E meetings. This person suggested that pairing the Prop. E meetings limited participation but found good news in the completion of the Chinatown flooring project.

Mr. Peter Warfield expressed surprise that the proposed reallocation of library funds for youth employment was a surprise to the Library. Mr. Warfield found lacking the choices for public service hours offered in the Library's Prop. E survey forms; calling the options offered too limited and not responsive to having public service hours extend to 10pm or on weekend nights.

Commission discussion of AGENDA ITEM5 CITY LIBRARIAN'S REPORT

President Higueras asked that additional information concerning the Prop. E meetings be brought back to the Commission at its September 2nd meeting.

AGENDA ITEM #6 RESOLUTION HONORING COMMISSIONER FRAN A. STREETS

Commissioner Streets informed her colleagues that she had submitted her resignation to Mayor Newsom and would be leaving the Commission at the end of August.

Public comment on AGENDA ITEM #6 RESOLUTION HONORING COMMISSIONER FRAN A. STREETS

An anonymous member of the public lauded Commissioner Streets' decade of Service on the Public Library Commission under Mayor's Jordan and Brown. This person further noted her noble effort at establishing a policy of honesty and suggested that she should write about her experiences as a Commissioner.
Mr. Peter Warfield recalled Commissioner Streets service as leader of the Commission's Finance Committee and commending her diligence and hard work regretted her leaving.

Commission discussion of AGENDA ITEM #6 RESOLUTION HONORING COMMISSIONER FRAN A. STREETS

Commissioner Coulter noted Commissioner Streets had brought stability, and a focus on greater attention to financial details to the Commission and mourned her departure. Commissioner Chin observed that Commissioner Streets had served the community well and brought important and valuable expertise to the Library Commission. Commissioner Bautista lauded Commissioner Streets as a respected civic and community leader that provided the best example of good citizenship. Acting City Librarian Paul Underwood expressed Library staffs' deep thanks and heartfelt appreciation for Commissioner Streets dedication and leadership on behalf of the Library. President Higueras concluded by calling attention to commissioner Streets very significant and lasting contributions to the betterment of the San Francisco Public Library.

MOTION: by Commissioner Bautista, 2nd Commissioner Chin for approval of the proposed resolution honoring retiring Library Commissioner Fran A. Streets

Adopted by the following vote:
AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Streets)

In view of the likely loss of the meeting's quorum President Higueras continued the approval of the various minutes and other remaining agenda items to consideration at a future meeting and moved to adjournment.

AGENDA ITEM # 13 ADJOURNMENT

MOTION: by Commissioner Chin, 2nd Commissioner Bautista that the meeting be adjourned in memoriam of the late Darcus Thomas, a longtime and respected library staff member, who made significant contributions to the betterment of the library and her community.

Public comment on AGENDA ITEM # 10 ADJOURNMENT

An anonymous member of the public called the Commissioners' attention to the passing of former Library Commissioner Ellen Sanger, noting her contributions to San Francisco as a Commissioner, with the Coro Foundation, the Foundation for San Francisco's Architectural Heritage, and on the Presidio Council.

Adopted by the following vote:
AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Streets)

The meeting was adjourned at 7:45pm.

Michael Housh, Commission Secretary 8/26/04

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS:

BLIP Manager's report notes
BLIP Budget & Schedule reports
PROP. E Hearing schedule
City Librarian Search Draft brochure layout
City Librarian Search draft text
Resolution honoring Commission Fran A. Streets

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

Minutes of the Library Commission Meeting of August 19, 2004
Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library

Library Commission
August 19, 2004

Public Comment

City Librarian Search Progress Report

City Librarian Profile & Recruitment Brochure

Bond Program Manager's Reports

Informational Presentations
Regular Reports
Special Reports

Bond Program Manager's Reports

Informational Presentation

Status of City's Contracting Policies
Catherine Barnes, Deputy City Attorney

Bond Program Manger's Reports

Regular Reports:

Budget Report
Schedule Report
Active Projects Reports
Construction Reports
Community Outreach Update

Bond Program Manager's Report

Budget Report

Budget Report

- Recap:
  - 10-10-01 Baseline Budget & Reserve established
  - 11-15-01 Glen Park increased $88,000 for site acquisition
  - 01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
  - 05-16-02 Art Enrichment Program Funded ($302,000 from 6 projects)
  - 06-20-02 Mission Bay increased $653,000 for site acquisition
  - 12-20-02 Ingleside increased $455,000 for site acquisition
  - 02-20-03 Friends & Foundation Budget for FF&E updated
  - 04-17-03 VVA increased $716,000 for site acquisition
  - 06-26-03 DRE increased $115,281
  - 10-16-03 Relocation & Moving Budgets for SSF & EXC allocated
  - 02-19-04 Library Preservation Fund added
  - TODAY no changes

Bond Program Manager's Report

Schedule Report

Schedule Report

- Recap:
  - 10-10-01 Baseline Schedule established
  - 12-20-01 Revised Glen Park to match Developer's schedule
  - 01-17-02 Issued detailed schedules for Phases 1-2
  - 02-21-02 Revised to reflect Prop 14 strategy
    - Revised Mission Bay to match Developer's schedule
  - 03-21-02 Issued detailed schedules for all Phases
  - 04-18-02 Revised to reflect Prop 14 strategy
  - 06-20-02 Adjusted projects for geographic distribution
  - 04-17-03 Revised to reflect revised Prop 14 strategy
    - Revised Mission Bay to match Developer's schedule
    - Revised Glen Park to match Developer's schedule
  - 02/19/04 Various changes per memo dated 2/17/04
  - TODAY No changes

Bond Program Manager's Report

Active Projects Reports

New Construction
Renovations

Active Projects Reports
New Construction

- Glen Park
  - Construction start imminent
  - Design Development Phase
- Ingleside
  - Schematic Design Phase – on hold
- Portola
  - Schematic Design Phase – on hold

Active Projects Reports
New Construction

- Visitacion Valley
  - Supermarket lease extended
  - Conceptual Design phase – on hold
- Ortega
  - Conceptual Design phase – on hold

Active Projects Reports
Renovations

- West Portal
  - Construction Documents Phase
  - Building Permit process
  - Power Pole & Neighbors
  - Interim Services
- Sunset
  - Design Development Design Phase
  - Interim Services

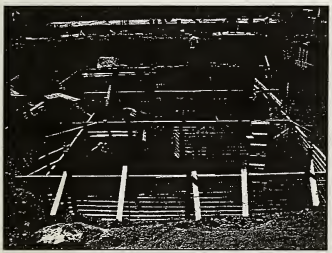
Active Projects Reports
Renovations

- Noe Valley
  - Schematic Design Phase
  - Permit application
- Western Addition
  - Schematic Design Phase
  - Review by RecPark & Planning
- Marina
  - Design Development Phase
  - Geotechnical Testing & Report
  - Review by RecPark & Planning

Active Projects Reports
Renovations

- Richmond
  - Construction Documents Phase – on hold
- Parkside
  - Expansion approved
  - Conceptual Design Phase – on hold
- Bernal Heights
  - Programming & Planning Phase
- Potrero
  - Programming & Planning Phase

Bond Program Manager's Report
Construction Report



Bond Program Manager's Report

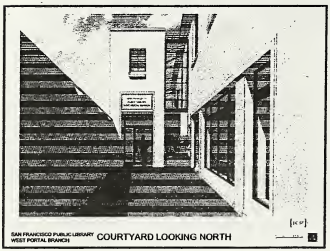
Community Outreach Update

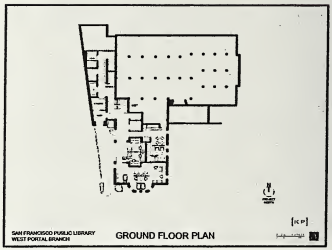
- **Library meetings:**
  08/04 Bernal Heights Community Meeting
- **Library invited:**
  None
- **Related City Boards/Commissions:**
  09/16 RecPark Commission
- **Other Outreach:**
  Website - www.sfpl.org/news/bla/improvementprogram.htm
  Newsletter - issued quarterly (Spring 2004)
  Bulletin Board – Sixth Floor

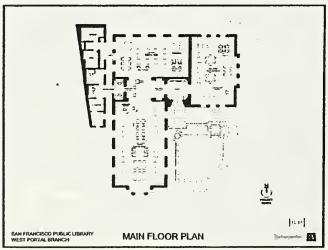
Bond Program Manager's Reports

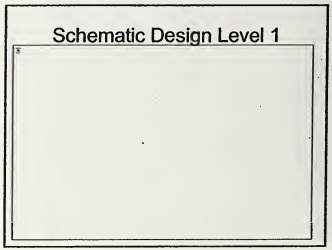
Special Reports:

Design Review Responses-
West Portal
Noe Valley

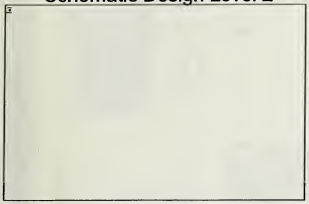








Schematic Design Level 2



City Librarian's Report

Resolution Commending
Commissioner Streets

Approval of the Minutes
June 3, 2004

Approval of the Minutes
June 17, 2004

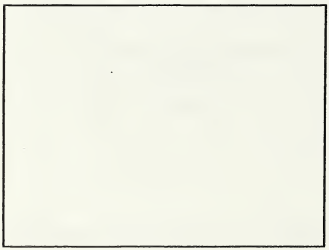
Approval of the Minutes
July 15, 2004

Friends of the Library Report

Labor Union Report

New Business

Adjournment



Branch	Contacts	Statistics	Progress Report	Schedule

Excelsior Branch

4400 Mission Street

District/Supervisor:
11 / Sandoval
Architect:
DPW Bureau of Architecture
Contractor:
CDX Builders

Bid:	**$1,793,800:**
Change Orders:	**$54,000**
Total Contract:	**$1,847,800**
Payments:	**$260,549**
Duration:	**460 days**
Extensions:	**-90 days**
Total Duration:	**370 days**
End date	**03/27/05**

Forms removed from alley ADA ramp.
Structural steel delivered to site, nailers installed.
Asbestos abatement and mechanical duct repairs underway.
Plumbing rough ins begun.
No change orders this month.

■ Design ■ Bid
□ Const □ Move in

Support Services Center

190 9th Street

District/Supervisor:
6 / Daly
Architect:
DPW Bureau of Architecture
Tom Eliot Fisch
Contractor:
Kin Wo

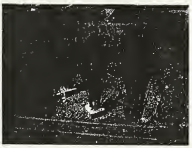
Bid:	**$493,000***
Change Orders:	**$46,840**
Total Contract:	**$539,840**
Payments:	**$132,275**
Duration:	**120 days**
Extensions:	**38 days**
Total Duration:	**158 days**
End Date:	**09/30/04**

* **$181,027 Bond funds**

Loading dock, CMU & roof installations complete. Drain connection to sewer begun.
Marmoleum, HVAC & shelving 90% complete.
Windows & door frames, lockers complete.
Street improvement plans submitted 7/9.
No change orders this month.

■ Design ■ Bid
□ Const □ Move in

Branch	Contacts	Statistics	Progress Report	Schedule
Mission Bay Branch 4th and Berry Streets	**District/Supervisor:** 6 / Daly **Architect:** Santos Prescott Hardison Komatsu Ivelich & Tucker **Contractor:** Cahill Construction **Developer:** Mercy Housing SF Redevelopment Agency	**Bid:** $2,433,635 **Change Orders:** $26,529 **Total Contract:** $2,460,164 **Payments:** $113,775 **Duration:** 638 days **Extensions:** 0 days **Total Duration:** 638 days **End Date:** 12/06/05	100% of piles fabricated, 90% installed. Pile driving continues. Piles being cut down, rebar for pile caps delivered & installation begun. Change order #2 approved this month, various changes.	 ■ Design □ Const □ Move in



CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
August 19, 2004

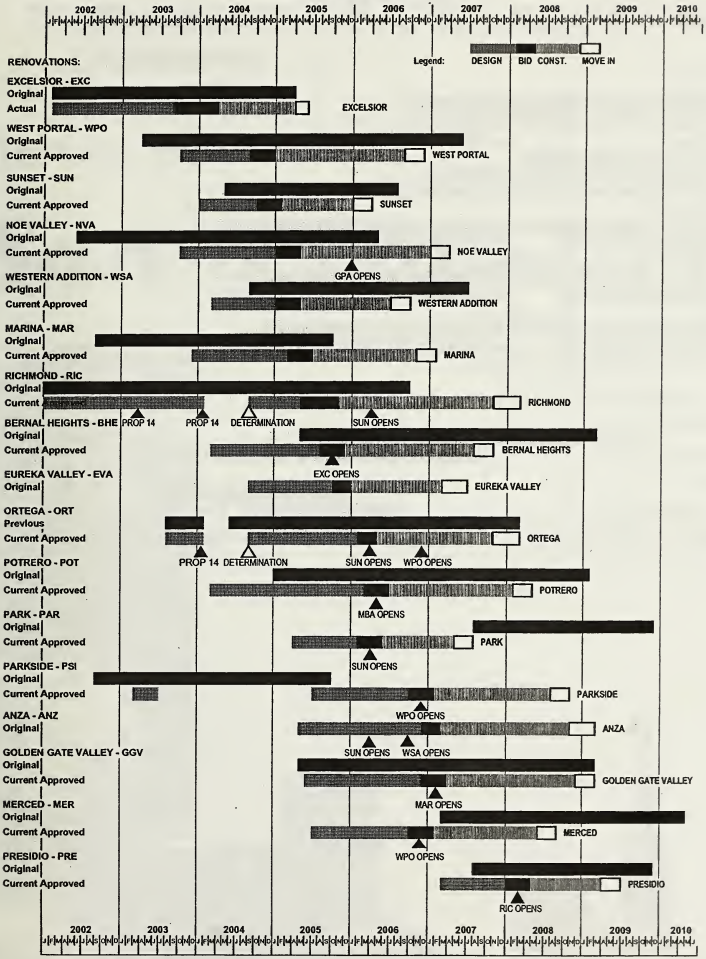
Branch	BUDGET		REVENUE			FUND STATUS		EXPENDITURES/ENCUMBRANCES	
			FUND STRATEGY						
	Baseline Budget (10/01)	Approved Budget (1/04)	City Prop. A Bonds	Other Funds	Total All Sources	Appropriated	Total Available	Actual 31-Jul-04	New This Month
								B	
Site Acquisitions & New Construction									
Glen Park	4,570,000	4,681,000	4,681,000		4,681,000	4,728,250	4,728,250	212,411	-
Ingleside	4,570,000	4,843,000	1,943,000	2,900,000 (1)	4,843,000	2,890,000	2,890,000	2,535,048	(1,405)
Mission Bay	3,350,000	3,957,000	3,957,000		3,957,000	3,957,000	3,957,000	3,523,408	1,902
Portola	4,570,000	4,388,000	1,988,000	2,400,000 (1)	4,388,000	2,435,000	2,435,000	1,876,752	-
Visitacion Valley	5,320,000	5,826,500	5,826,500		5,826,500	2,870,000	2,870,000	2,232,306	-
Support Services	9,080,000	8,876,000	8,876,000		8,878,000	8,628,000	8,826,000	8,822,087	7,871
SUBTOTAL	*31,460,000*	*32,571,500*	*27,271,500*	*5,300,000*	*32,571,500*	*25,506,250*	*25,506,250*	*19,202,012*	*8,368*
Renovations									
Anza	4,740,000	4,503,000	4,503,000		4,503,000				
Bayview	3,820,000	3,629,000	3,629,000		3,629,000			18,690	
Bernal Heights	5,350,000	5,082,500	5,082,500		5,082,500			64,734	10,002
Eureka Valley	4,580,000	4,351,000	4,351,000		4,351,000			18,202	
Excelsior	3,820,000	3,649,000	3,649,000		3,649,000	3,629,000	3,629,000	2,748,697	(95,999)
Golden Gate Valley	5,340,000	5,073,000	5,073,000		5,073,000	50,000	50,000		
Marina	4,110,000	3,904,500	3,904,500		3,904,500	976,125	976,125	525,831	
Merced	4,200,000	3,990,000	3,990,000		3,990,000	-	-		
Noe Valley	4,410,000	4,189,500	4,189,500		4,189,500	1,047,125	1,047,125	734,856	111
North Beach	3,460,000	3,287,000	3,287,000		3,287,000	821,750	821,750	118	
Ortega	3,580,000	3,382,000	3,382,000		3,382,000	350,000	350,000	140,768	-
Park	1,310,000	1,244,500	1,244,500		1,244,500	-	-		
Parkside	2,880,000	3,236,000	3,236,000		3,236,000	2,736,000	2,738,000	89,204	
Potrero	4,230,000	4,018,500	4,018,500		4,018,500	-	-	15,657	
Presidio	1,530,000	1,453,500	1,453,500		1,453,500	353,400	353,400	124,894	
Richmond	7,630,000	7,141,500	41,500	7,100,000 (1) (2)	7,141,500	2,441,500	2,441,500	994,313	-
Sunset	1,490,000	1,415,500	1,415,500		1,415,500	1,415,500	1,415,500	247,469	
West Portal	4,110,000	3,904,500	3,904,500		3,904,500	976,125	976,125	687,058	743
Western Addition	3,430,000	3,258,500	3,258,500		3,258,500	-	-	73,798	9,824
SUBTOTAL	*74,000,000*	*70,713,000*	*63,613,000*	*7,100,000*	*70,713,000*	*14,796,525*	*14,796,525*	*6,484,289*	*(70,141)*
Program-Wide Services & Costs									
Library Program Costs	800,000	800,000	800,000		800,000	600,000	600,000	569,771	(3,130)
Program Consultants	750,000	750,000	750,000		750,000	562,500	562,500	123,248	(339)
City Program Management	3,600,000	3,600,000	3,600,000		3,600,000	1,013,822	1,013,822	1,146,268	21,406
Real Estate Dept	120,000	235,281	235,281		235,281	235,281	235,281	235,281	0
Art Enrichment Program	0	302,000	302,000		302,000	302,000	302,000	118,721	728
Program Interim Services	0	438,400	253,542	184,858 (4)	438,400	300,000	300,000	251,412	0
Relocation & Moving Reserve	4,360,000	410,000	94,858	315,142 (4)	410,000	0	0		0
Furniture & Equipment Reserve	15,000,000	16,000,000	0	16,000,000 (3)	16,000,000	0	0		0
Bond Financing Costs	1,500,000	1,500,000	1,500,000		1,500,000	338,822	338,822	290,051	0
Program Reserve	1,875,000	7,444,819	7,444,819		7,444,819	0	0		0
SUBTOTAL	*27,805,000*	*31,480,500*	*14,980,500*	*16,500,000*	*31,480,500*	*3,352,225*	*3,352,225*	*2,734,752*	*18,665*
TOTAL	**133,265,000**	**134,765,000**	**105,865,000**	**28,900,000**	**134,765,000**	**43,655,000**	**43,655,000**	**28,421,053**	**(43,108)**

(1) Prop. 14 State Grants
(2) Earthquake Safety Program funds remaining for Branch Libraries ($2,400,000 for Richmond)
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Library Preservation Fund approved by Library Commission ($500,000) 1/04

Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report

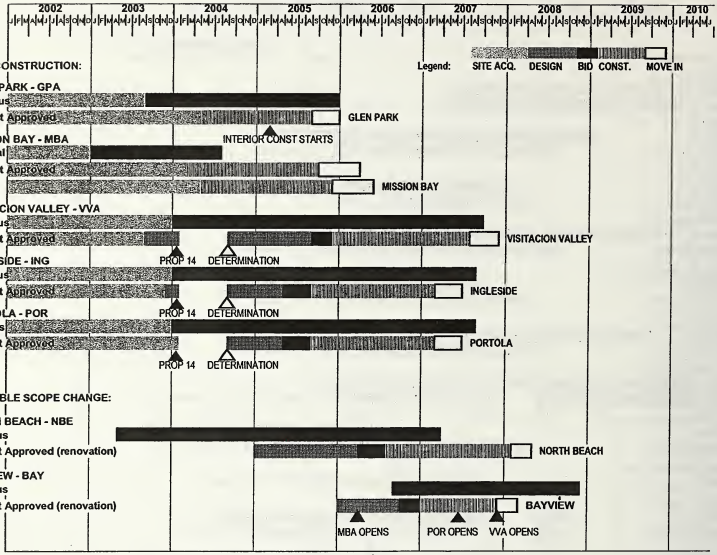
Approved February 19, 2004



Branch Library Program Summary Schedules

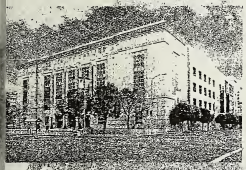
Monthly Bond Program Manager's Report

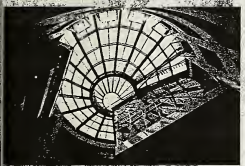
Approved February 19, 2004



The City of

San Francisco

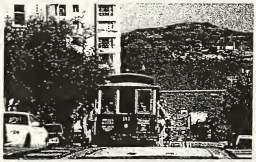


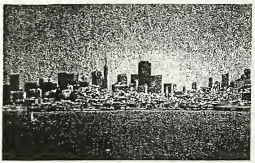


Announces an
Employment
Opportunity

City Librarian

San Francisco Public Library





The City

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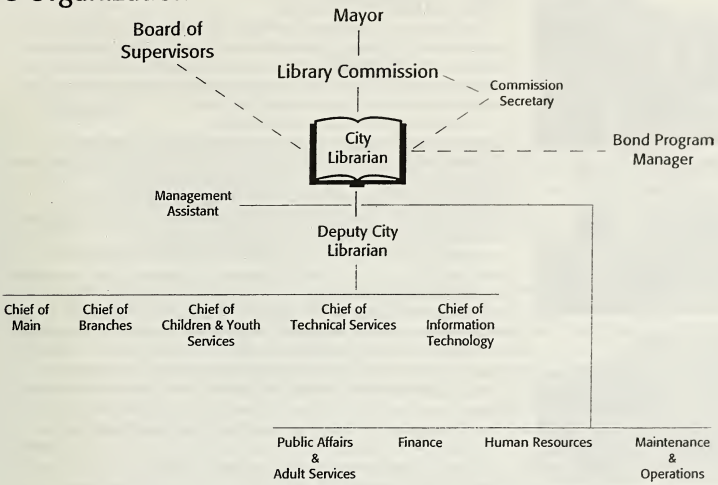

The Position

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The ideal candidate will possess the following attributes:

- Outstanding proven leadership and vision in successfully managing a major library system.
- Outstanding Bay Area Rapid Transit connects San Francisco to cities to the East and Southward down the Peninsula, including a direct connection to San Francisco International Airport.
- Outstanding proven leadership and vision in successfully managing a major library system.
- Outstanding within the City, the Muni system serves and the major bus/streetcar mode of transportation with other bus lines operating to and from Marin County to the North.
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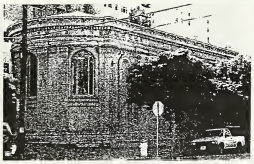

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The Selection Process

Candidates for this position will initiall be evaluated by The Hawkins Company (Consultant). The most qualified individuals will be invited to participate in the next phase of the selection process. To be considered for this outstanding career opportunity, please submit a letter of interest and résumé as soon as possible, but no later than September 3, 2004 to:

The Compensation and Benefits

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THE HAWKINS COMPANY

William D. Hawkins
The Hawkins Company

5455 Wilshire Blvd., Suite 1406
Los Angeles, CA 90036
(323) 933-3337 Ext. 14
(323)933-9765 Fax
bill@thehawkinscompany.com

THE CITY

San Francisco, the City of St. Francis, is a city of excellence and tolerance that welcomes all to enjoy what it has to offer. Known as the "City by the Bay," San Francisco is a world class city and serves as a center for business, commerce and culture on the West Coast. The City has a population of approximately 800,000, spread over a 46.7 square mile area surrounded on three sides by the Pacific Ocean and the San Francisco Bay, and is one of the most diverse communities in the United States.

A recent ranking by Mercer Management Consulting ranked San Francisco as the #1 city in the Continental U.S. for having the best quality of life, but it's the city's natural setting, numerous parks, compelling history, unique neighborhoods, and lively arts and music scenes that give life to what the city means to people. The City is a cultural wonderland, an ethnic treasure chest, where custom, tradition and history are preserved, celebrated and shared. Beyond the city borders, the Northern California region offers so much: the Pacific Coast to the north and south, the wine country in the Napa and Sonoma region, the Sierra Nevada mountain range including Yosemite and Lake Tahoe.

San Francisco and its distinct neighborhoods have rich cultural and historic roots making it a true melting pot. From Chinatown to the Russian communities in the Richmond District, San Francisco is a multilingual city that boosts great culinary and cultural experiences. In essence, San Francisco is a great place to live and work! As William Saroyan, California author and native son once observed, "No city invites the heart to come to life as San Francisco does. Arrival in San Francisco is an experience in living...."

THE CITY GOVERNMENT

San Francisco is the only city in California that is also a county. Its governing powers are vested in an 11-member Board of Supervisors. The Supervisors are elected by district, each serving a four-year term. The Mayor, the chief executive of the city, is elected by the voters for a four-year term, as are the city assessor, treasurer, attorney, public defender, district attorney and sheriff. San Francisco's city administrator and controller are appointed by the mayor, who also appoints members of various boards, commissions, authorities and agencies. Exceptions are the unified school district and community-college board, which are elected by the voters. San Francisco is a charter city and can amend its power at the polls without permission from the California legislature.

THE LIBRARY

The San Francisco Public Library (SFPL) is a complex, multi-layered and highly visible institution dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for a diverse community. SFPL is nationally recognized for its diverse collection, highly skilled and dedicated staff, and strong public support.

The Library system includes a Main Library of 376,000 square feet, 26 branches, a 45,000 square foot support services center, and five bookmobiles. SFPL has a collection of 2,304,316 items housed at its branches and the Main Library including books, videos, CD's, DVD's and audiocassettes. Over 6.8 million people visited its facilities in fiscal 2003-2004. The proposed operating budget for 2004/05 is $59 million and includes over $5.5 million for books and materials, and $1.1 million in capital projects.

The Library system enjoys tremendous support from its community, which voted in 2000 to approve a $109 million bond measure to renovate and upgrade 19 branch libraries, replace four rented facilities, build a new branch in the Mission Bay Neighborhood, and create a Support Services Center. In addition, voters approved in 1994, a fifteen year Library Preservation Fund that provides a tax set-aside formula for funding library operations.

The Board of Supervisors recently established The Library Citizens Advisory Committee (CAC) as a vehicle for discussing and making recommendations to the Board regarding expenditures of library bond monies, the implementation and prioritization of library plans and programs, and the efficiency and scope of Library operations and services to the public. In 1988, the Council of Neighborhood Libraries was established and continues to serve as a vital link between Library administration, the branches, and the community.

Citizens are committed to volunteering time, offering input at Commission meetings and other gatherings, and donating resources to enhance the Library system. Fundraising support is strong and the Library's key support organization, Friends of San Francisco Public Library has been in existence for over 40 years and was strengthened through its merger with the Library Foundation in 1999.

The Library Commission approved a new strategic Plan in October 2003, which establishes three broad service priorities: ***General Information; Lifelong Learning; and Current Topics and Titles.***

POSITION

The City Librarian is appointed by the Mayor and reports to the seven-member Library Commission appointed by the Mayor. Subject to the policy determination of the Library Commission, the City Librarian is responsible for the administration and operation of the public library department which includes directing the activities of seven divisions and all library professional and non-professional personnel totaling over 850 (595.7 FTE). The City Librarian is responsible for: coordinating, developing and executing policies and methods relating to the administration of the library system.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Develops, recommends, coordinates, and implements policies approved by the Library Commission to achieve the goals, plans and mission of SFPL.
- Provides leadership within the city relative to library related issues and serves as the department's chief spokesperson and advocate.
- Maintains strong and effective relationships and communications with the Mayor's office, Board of Supervisors, Library Commission, Controller's office, library support groups, library employees and the public.
- Works closely with the Library Commission in developing strategic initiatives aimed at maintaining strong service levels, enhancing organizational effectiveness, and promoting SFPL as a premier institution.
- Prepares and presents periodic reports, conducts studies and makes policy recommendations to the Commission.
- Provides leadership and direction to staff to promote teamwork, ensure accountability, and effective communications including opportunities for input and feedback.
- Selects, develops, motivates, evaluates, and disciplines subordinate staff to enable achievement of program objectives; works closely with labor organizations to ensure strong labor/management relations.
- Develops and enhances funding for library services through grant acquisitions, strategic alliances, innovative programming, legislative advocacy, and donor solicitation.
- Provides innovative leadership through the implementation of best practices consistent with the diverse needs of the library system in the areas of: collection development, marketing and public relations, technology, program development, and branch and Main operations.
- Develops, presents, and manages department's budget, and oversees the expenditures of funds to ensure prudent utilization of all department resources.
- Directs the efforts of the Library Bond Program to ensure that capital projects are properly managed within mandated guidelines.
- Administers the upkeep and maintenance of library property.
- Represents SFPL at local, regional and national levels to enhance opportunities for funding, program development, and professional development.
- Performs other job related duties as assigned.

KEY CHALLENGES

THE IDEAL CANDIDATE

The City Librarian will possess a track record of demonstrated leadership, proven accomplishments and superior performance, at a senior level, in a sophisticated, diverse urban library system comparable to San Francisco. He/she must be a strong visionary and decisive leader with excellent interpersonal and communication skills, and the ability to build consensus internally and externally. Experience in an urban, ethnically diverse community is essential.

Candidates must be politically astute and comfortable working in a complex political environment with multiple stakeholders that are actively involved. Typically, candidates for this position will possess a Master's degree in Library Science from an accredited library school with an advanced degree in public or business administration being desirable. Experience should include a minimum of 8 to 10 years of experience at a senior management level.

Additional skills and abilities include:

- Comprehensive knowledge of the principles and practices of librarianship, including operating a public service program through a Main Library and branch library system, and the support services required for public service.
- Thorough knowledge and understanding of the latest trends and effectiveness of balancing technology with traditional library services to meet the needs of library users.
- Strong track record in promoting library services and building broad political and community support for a library system.
- Experience successfully managing a large, multi-year capital improvement program, while maintaining operations at the effected facilities.
- Outstanding strategic planning, analytical and problem solving skills.
- Personable; willing to listen and consider varying perspectives and ideas, yet able to make informed decisions in a timely manner.
- Inclusive management style with excellent consensus building skills and willingness to delegate responsibility accordingly.
- Results oriented, energetic, innovative and willing to think outside-of-the-box.
- Experience working effectively with organized labor, and knowledgeable of personnel and labor relations principles, policies and practices.
- Customer focused and responsive to all library stakeholders.

- Exceptional team building and collaborative leadership skills with strong mentoring and staff development expertise.
- Proven management skills in budget development and fiscal management including resource development via grants, contracts, and private funding.
- Commitment to the delivery of library services equitably, while recognizing the uniqueness of a diverse system of branches.
- Willingness to take leadership role regarding controversial issues such as the USA Patriot Act, Internet filtering, freedom of information issues, RFID, health and safety issues, and resource allocation.
- Strong community outreach skills and experienced as an effective library spokesperson.
- Strong political acumen and highly skilled in working with elected and appointed officials in a proactive, informative and responsive manner, especially in dealing with sensitive issues surrounding community-interest.
- Excellent written and verbal communications; able to make effective presentations in a variety of settings.
- Outstanding personal and professional ethics and integrity.

COMPENSATION AND BENEFITS

SELECTION PROCESS

SAN FRANCISCO PUBLIC LIBRARY

CITY LIBRARIAN EXECUTIVE SEARCH STAKEHOLDER ENGAGEMENT PROCESS REPORT

August 19, 2004

The Hawkins Company
5455 Wilshire Blvd. Suite 1406 • Los Angeles, California 90036
323-933-3337 323-933-9765/Fax
www.thehawkinscompany.com

SAN FRANCISCO PUBLIC LIBRARY, CITY LIBRARIAN
EXECUTIVE SEARCH
STAKEHOLDER ENGAGEMENT PROCESS

BACKGROUND

As part of the San Francisco Public Library's City Librarian executive recruitment, the Library Commission has initiated efforts to involve stakeholders in the identification of key attributes for the position and the key challenges facing the next City Librarian. Under the direction of the Library Commission, SFPL and its search consultant designed a process to solicit input from Commissioners, staff, supporters, volunteers, patrons and residents. The outreach efforts included:

a) 4 MEETINGS FOR STAFF
b) 7 COMMUNITY MEETINGS
c) SURVEY FORMS

Meeting notices and surveys were available at each branch; surveys and meeting announcements were placed on SFPL's website, press releases were sent to local media outlets, and employees were notified through traditional employee communication vehicles.

SUMMARY OF STAFF MEETINGS

The staff of SFPL was eager to provide input to the Commission regarding the selection of a new City Librarian. The comments were thoughtful, and reflected the staff's strong sense of commitment to the San Francisco Public Library. A complete transcript of their comments is available as an addendum. We would like to highlight what appeared to be significant recurring themes.

- There is a strong desire to create an inclusive institution that values all stakeholders and allows for effective communication at all levels.
- SFPL must function as a cohesive library system that integrates the Main with the branches in a comprehensive and collaborative manner.
- The City Librarian should be a highly skilled library professional with strong leadership, staff development and service delivery skills.
- The City Librarian must be: creative, proactive, participatory, responsive, smart, caring, approachable and decisive.
- The ability to deal with and provide leadership around polarizing issues such as: books vs. computers; RFID technology; and renovation.
- A belief that the City Librarian must possess experience working in a union environment with good negotiation and consensus building skills.
- A need to focus on resource development/allocation through traditional and non-traditional methods and strong advocacy skills are required to garner support for the Library.

- Candidates must be politically savvy and willing to champion the library, its programs and employees. Strong outreach skills are required.
- A commitment to diversity in all areas.

SUMMARY OF COMMUNITY MEETINGS

While the overall turnout for the community meetings was minimal, the input was consistent at each of the seven meetings. Attendees at the community forums were given an overview of the search process and allowed to express their ideas and opinions relative to candidate attributes and key challenges facing the next City Librarian. The transcript of these meetings is also an addendum to this report. In general, the community was quite supportive of the library system. Some popular themes included:

- A need to improve communications between Main, branches and public.
- Strong desire for more computers in underserved areas.
- A need to better promote reading and usage of the library through various outreach programs, including partnerships with schools, etc.
- Dealing with RFID, collection development policy, and the role of the "public" library in a major urban center.

Participants at the community meetings wanted a City Librarian who:

- Is visible and involved with the branches as well as system-wide issues and activities.
- Can effectively advocate for more services through fund development.
- Is a strong, creative, and politically astute leader.
- Has experience in a diverse community and in a union environment.
- Is committed to books, but understands how to balance the need for other services.

SUMMARY OF SURVEY RESULTS

As part of the outreach process, the San Francisco Public Library invited staff and the community to participate in a City Librarian Search Survey. The purpose of the survey was to seek broad input on the most important attributes and priorities for the new City Librarian to address. The survey was made available to SFPL employees and patrons.

The survey was divided into two (2) sections. Section 1 dealt with the qualities the City Librarian should possess. Section 2 focused on the key attributes of the City Librarian and SFPL'S top priorities and challenges. The following is the compilation of the surveys.

SECTION I

Survey participants were asked to rate 26 areas with regard to the qualities the new City Librarian should possess. Items were rated on a scale of 1 to 5, with 5 being the highest in terms of importance in selecting a new City Librarian.

Scale	Rating
5	Most Important
4	More Important
3	Important
2	Less Important
1	Least Important

The following ranks, in descending order, the average score for each quality within Section 1 of the survey.

Area	Average
Good listener/responsive to needs & concerns of staff, customers and community.	4.82
Experience working in a unionized environment.	4.82
Excellent interpersonal skills.	4.68
Cognizant of issues important to Library staff.	4.62
Ability to address conflicting goals & build consensus.	4.57
Ability to build a team/lead collaboratively.	4.51
Experience working with diverse populations.	4.34
Success in building partnerships and collaborations.	4.32
Articulate communicator/dynamic presence.	4.31
Strong record of support for Library Bill of Rights and issues of censorship.	4.30
Demonstrated track record in setting high standards and expectations; commitment to achieving goals.	4.18
Committed to the ALA Code of Ethics.	4.18
Experience in visioning; strategic and long-term planning.	4.17
Professionally educated with a Masters in Library Science.	4.16
Promote Library Mission and Values in the community.	4.11
High energy and visionary leadership.	4.08
Lobby City Hall decision makers for greater library services.	4.08
Willingness to challenge status quo/initiate change.	4.05
Politically astute but non-political.	3.98
Experience in budget development and fiscal management.	3.94
Experienced library executive.	3.84
Experience running a municipal library department.	3.83
Experience with technology and its usage in library and information services.	3.78
Experience in fund raising and building support for programs and services.	3.77
Capital projects management experience including infrastructure development	3.62
Experience heading a large non-library institution.	2.54

SECTION II

Respondents were asked about key personal and professional attributes that the City Librarian should possess and what are the top challenges facing the San Francisco Public Library System.

The following responses are related to the key personal and professional attributes that the City Librarian should possess:

- Straightforward, Experience, MLS
- Open-Minded
- Strong Principles, Un-compromised, Incorruptible
- Approachable
- Appreciation for Staff Concerns
- Balanced Life and People Skills
- Trustworthy, Responsive
- Patient
- Commitment, Negotiation Skills, Communication Skills
- Visionary
- Team Builder, Mentor to Staff
- Finance and Public Administration Education
- Savvy, Well-trained
- Personality, Education
- Aware, political Savvy
- Strong stance against RFD
- Assisting special needs
- Dynamic, Charismatic, Ability to complete projects
- Good Listener
- Motivated, Professionalism
- Non-political, MBA
- Forward THINKING, Effective
- Technology Savvy
- Leadership, hands on management, intellectual curiosity
- Humor, Reader, Accessible, Arts Experience
- Advocate at City Hall, Comfortable with being in the Public eye
- Articulate, Diplomatic, Assertive, Organized, Dedicated, Long Vision
- Willingness to be new, Pro-Union, Inspiration to Staff, MS-Library Science

The following responses are related to the top challenges/priorities that the San Francisco Public Library System faces:

- Addressing Post Occupancy Evaluation at the Main
- Branch Renovations
- Implementation of strategic plan
- Budget management
- Availability of books, Clean Restrooms, More Computers
- Money, Staff Morale, Technology
- Technology, Maintaining Mission
- Privacy, New Branches, Staffing issues
- Gadflies, Politics
- Lack of Funding, Patron Relations, Technology Implementation
- Book Collection, Shelving, Homeless Patrons
- Bond Implementation, Prop. E Renewal, Securing Funds
- Political Environment
- Library Integration, Friends of the SFPL
- Implementing branch Library Improvement Program
- Communication, Promotions
- Use of RFID, Patriot Act
- Privacy Polices, Accessibility, Keeping Library Clean
- Weak branch system
- Unaccountability
- Bureaucracy
- Public Relations, Capital Campaign,
- Reserves, Ensuring Capable Staff, Motivating Staff
- Diverse Staff & Clientele, Political Climate
- HR, Support from City Hall & Board of Supervisors
- Internal Organization
- Damaged Books, Facilities, Thefts
- Get Rid of vagrants, provide stronger services to teens, Maintain existing budget
- Adapting new technology, Reaching-out to the community.

RESPONDENTS

The following is a summary of the respondents to the survey conducted for the San Francisco Public Library City Librarian.

Identity	# Responded	Percent
SFPL EMPLOYEES	75	66%
SF RESIDENTS	31	27%
STUDENTS	5	3%
OTHER	2	2%
TOTAL RESPONDED:	**113**	**100%**

PROP E HEARINGS SCHEDULE – FALL 2004

Monday	*Tuesday*	*Wednesday*	*Thursday*	*Friday*	*Saturday*
9/13 - 7:00		**9/15 – 7:00**			
Ingleside		Mission			
Marina		Anza			
9/20 – 7:00	**9/21 – 7:00**	**9/22 – 7:00**	**9/23 – 7:00**		
Merced	Noe Valley	Ortega	Ocean View		
North Beach	Glen Park	Park	Mission Bay		
9/27 – 7:00	**9/28 – 7:00**	**9/29 – 7:00**	**9/30 – 7:00**		
Sunset	Presidio	Main	West Portal		
Eureka Vall	Portola	Golden Gate	Richmond		
					10/2 – 2:00
					Potrero
					Western Ad
	10/5 – 7:00				
	Parkside				
	Vis Valley				
	10/12 – 7:00				**10/16 – 2:00**
	Excelsior				Bernal
	Bayview				Chinatown

9/29- Com Strebin

QL27- Cum Stacks

San Francisco Public Library

WHEREAS, the San Francisco Public Library Commission is pleased to RECOGNIZE, HONOR, and COMMEND the many significant contributions which Library Commissioner FRAN A. STREETS has made to the betterment of San Francisco's public library system during her decade of service as a member of the Library Commission; and

WHEREAS, FRAN STREETS joined the Library Commission in 1994 and served with honor and distinction through the opening of the Main Library, the commissioning of a post occupancy evaluation, and was instrumental in bringing sound financial management to the institution; and

WHEREAS, FRAN STREETS was active in the development of the African American Center, providing a Bay Area wide cultural resource for people to explore African American literature, history, politics, science, religion, art, music and more; and

WHEREAS, the important personal contributions of FRAN STREETS, a highly respected civic and community leader, have significantly enhanced the prosperity, cultural, economic, political, and social enrichment of our city and well being of the people of San Francisco, the Bay Area, and indeed all California; and

WHEREAS, the San Francisco Public Library Commission will SALUTE Commissioner FRAN STREETS, as an outstanding exemplar of the high ideals of professional achievement, personal character, and community leadership at its regular meeting on August 19, 2004; Now,

Therefore, Be It Resolved that the SAN FRANCISCO PUBLIC LIBRARY COMMISSION, in RECOGNITION and HONOR of her outstanding exemplary leadership and dedicated hard work as a member of the Commission, does hereby RECOGNIZE, HONOR, COMMEND and THANK

FRAN A. STREETS

Charles A. Higueras, AIA
President
San Francisco Public Library Commission

DOCUMENTS DEPT.

SEP 21 2004

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, August 19, 2004.
(As approved amended September 16, 2004)
The San Francisco Public Library Commission held a regular meeting on Thursday, August 19, 2004, in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 4:08pm.

The following members were present: Bautista, Coulter, Higueras, and Streets.
Commissioner Chin joined the meeting at 4:14pm.
Vice President Steiman and Commissioner Strobin were reported excused attendance.

AGENDA ITEM #1 PUBLIC COMMENT

Public comment on AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public quoted from a recent Library Journal editorial and commented on San Francisco Public Library history.
Mr. Michael Kwok expressed his frustration as a disabled person at being unable to participate in a City Librarian Search Process community meeting held at the West Portal Library as the West Portal Library was not wheelchair accessible.
Mr. Peter Warfield echoed concern with accessibility issues; found the City Librarian Search process rushed, and suggested additional community meetings. Mr. Warfield also recommended readings noted in the cited Library Journal editorial and commented about his complaints against the Library at the Sunshine Ordinance Task Force.

President Higueras announced that the agenda would be reordered and that the BLIP Manager's Report would be taken up next followed by the City Librarian Search Process related items.

AGENDA ITEM #4 BOND PROGRAM MANAGER'S REPORT

(Presented by Branch Library Improvement Program Manager Marilyn Thompson -This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

Ms. Thompson introduced Deputy City Attorney Catharine Barnes. Ms Barnes presented a report on the City's new Disadvantaged Businesses Contracting Policy put into place by the Board of Supervisors as an urgent matter in wake of a recent court decision disallowing contracting policies under the Minority and Women Owned Business Ordinance as an informational presentation at the meeting. The BLIP Manager next presented the current budget and schedule of active projects, a construction report, and community outreach report, (copies attached). Ms. Thompson concluded her report by presenting special reports on the Bond Program's responses to the Peer Review Panel's comments concerning the West Portal and Noe Valley Libraries.

Public comment on AGENDA ITEM #4 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public questioned the dating of reports offered and discussed the possible impact of cost escalations in branches such as Ortega when their renovation was delayed.
Mr. Michael Kwok urged that better signage for disabled access in all of the branches and called attention to the Disabled Community's preference for ramped access rather that use of elevators. Mr. Kwok recommended cooperation with the Mayor's Office on Disability in developing the branch projects.

Commission discussion of AGENDA ITEM #4 BOND PROGRAM MANAGER'S REPORT

President Higueras called attention to the importance of the Commission's considering the potential overall impact on the Bond Program when some projects are postponed.

The Acting City Librarian left the meeting at 5:05pm.

AGENDA ITEM #2 CITY LIBRARIAN SEARCH PROCESS REPORT

Library Executive Search Consultant Mr. Hawkins presented a detailed overview of the and review of the ongoing City Librarian Search process focusing particular attention on the information gathered through four staff and seven community input meetings and noting that 60% of the 113 survey forms returned were from library staff, (copy attached). Mr. Hawkins described the responses received and outlined the next steps in the process.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN SEARCH PROCESS REPORT

An anonymous member of the public described the community meetings as outrageous and suggested that the public process was designed to put a gloss on a secretive closed process noting the Richmond meeting was held behind a closed door.
Mr. Peter Warfield expressed concern with the lack of mention of books in Mr. Hawkins' report and found what he termed blurring of comments appalling. Mr. Warfield commented that too few topics were addressed and too few respondents reached in the process.
Ms. Melissa Riley, Branch Librarian/Librarian's Guild submitted a 1997 Librarians' Guild statement on the qualities sought in a new City Librarian as well as information conceding the American Library Association (ALA) Core Values Committee on which she serves. Ms Riley also called attention to a recent American Libraries article "Staying Public" that found libraries to be the democratic heart of their communities.

Commission discussion of AGENDA ITEM #2 CITY LIBRARIAN SEARCH PROCESS REPORT

The Commissioners each discussed in some detail their experiences at the out-reach meetings that each had attended, calling attention to wide range of views and comments

offered. There followed a discussion about importance of the generating publicity and making extensive media outreach during this process and suggestions were made for finding more additional ways, including use of the City Channel, to get the word out to the community concerning the ongoing City Librarian Search. The Commission then discussed qualities they would expect in candidates seeking to become the new City Librarian

At the end of this discussion, after responding to a question by Commissioner Bautista concerning inter-relationships and differing views between Main Library and branch staff, Ms. Riley introduced Ms. Faye Roe, the new Local 790, SEIU representative to the Commissioners.

The Commission called a brief recess at 6:08pm.
The Commission returned to session at 6:23pm

AGENDA ITEM #3 CITY LIBRARIAN PROFILE & RECRUITMENT BROCHURE

Mr. Hawkins presented a proposed design layout for the proposed 11"x17" recruitment Brochure and discussed a proposed text, (copy attached). Mr. Hawkins noted that such brochure were an expected element of most executive search efforts.

Public comment on AGENDA ITEM #3 CITY LIBRARIAN PROFILE & RECRUITMENT BROCHURE

An anonymous member of the public found the brochure selling the City rather than the job and found troubling the use of terms such as "stakeholder", suggesting that this was a tool to exclude and the brochure appeared to give a consumer/commercial focus to the position.
Mr. Peter Warfield commented that the brochure should be clear on the position's requirements and call attention to balancing traditional and technical library services, as well as emphasize critical issues facing the Library. Mr. Warfield was troubled by an emphasis he found on fundraising and donor solicitation.

Commission discussion of AGENDA ITEM #3 CITY LIBRARIAN PROFILE & RECRUITMENT BROCHURE

Commissioner Coulter questioned the need for such a brochure; finding the proposed example generic and not focused on informing candidates of the real challenges and opportunities presented by the City Librarian's position. Commissioner Coulter felt the brochure lacked dynamism and should instead note important accomplishments of the Library such as the new Main Library, and improvements of services and collections as well as highlight potential challenges a new Librarian would face. Commissioner Coulter suggested that it be honest about the cauldron of reality candidates for the position would face. Commissioner Coulter noted that the issues facing the new City Librarian should be more fully spelled out in 10 or 12 items bluntly put. He asked about the relative important of several factors including fundraising responsibilities, the necessity that candidates have an MLS Degree, and noted the importance of their being

intellectually engaging. This was Commissioner Coulter noted a tough city and a difficult job. President Higueras recommended a shorter brochure focus on the many positives rather than just the few negatives about the position. President Higueras found the proposed brochure glossy and felt there was little need to sell the City to prospective candidates. President Higueras requested that whatever was produced be factual concise and deal with realities. Commissioner Bautista pointed that candidates should be aware of issues such as the challenges in serving the homeless. Commissioner Chin thought that candidates should be encouraged to take up the challenges highlighted. Mr. Hawkins responded to the discussion by noting that the brochure of some kind was an expected tool in most serious executive searches and that he would take all the comments offered and bring back a revised proposal at the September 2 meeting.

The Acting City Librarian rejoined the meeting at 6:45pm

AGENDA ITEM #5 CITY LIBRARIAN'S REPORT

Acting City Librarian Paul Underwood informed the Commissioners of the details of the final $58.845 million 2004/05 Library Budget as approved by the Board of Supervisors and signed by Mayor Newsom with minimal reductions. Mr. Underwood discussed the Board's decision to approve on reserve $300,000 in initial funding for RFID and reported that the Library would work cooperatively with the ACLU and EFF to craft a Request for Proposals (RFP) for the Library's RFID system that addressed the concerns raised by members of the public. The Acting City Librarian also reported that because of a perceived to delay in expending a $500,000 allocation of Library Preservation Fund monies for school libraries made last fiscal year, that 80% of the budgeted funds for the salaries of the Deputy City Librarian and Chief of Children & Youth Services had been placed in a reserve pending a review by the Board's Finance Committee that the earmarked funds had been spent. Mr. Underwood noted that this budget resulted in the Library retaining a $2.429 million Budget reserve. The Acting City Librarian next discussed the impact of "bumping" among city job classifications and how that affected Library staff. The Acting City Librarian then passed around a sign-up sheet listing a proposed schedule for the 28 mandated Prop. E (Library Preservation Fund 1994) branch meetings he proposed be held during September 13 through October 16th. Mr. Underwood requested that the Commissioners to sign up for at least 4 or 5 meetings each. The Acting City Librarian next reported on the completion of a reflooring project for the Chinatown Branch and concluded his report with details of upcoming programs and exhibitions.

Public comment on AGENDA ITEM #5 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented that library budget reserves had been proposed to be redirected to provide youth employment, noted that they would have preferred a written report on the proposed Prop. E meetings. This person suggested that pairing the Prop. E meetings limited participation but found good news in the completion of the Chinatown flooring project.

Mr. Peter Warfield expressed surprise that the proposed reallocation of library funds for youth employment was a surprise to the Library. Mr. Warfield found lacking the choices for public service hours offered in the Library's Prop. E survey forms; calling the options offered too limited and not responsive to having public service hours extend to 10pm or on weekend nights.

Commission discussion of AGENDA ITEM #5 CITY LIBRARIAN'S REPORT

President Higueras asked that additional information concerning the Prop. E meetings be brought back to the Commission at its September 2nd meeting.

AGENDA ITEM #6 RESOLUTION HONORING COMMISSIONER FRAN A. STREETS

Commissioner Streets informed her colleagues that she had submitted her resignation to Mayor Newsom and would be leaving the Commission at the end of August.

Public comment on AGENDA ITEM #6 RESOLUTION HONORING COMMISSIONER FRAN A. STREETS

An anonymous member of the public lauded Commissioner Streets' decade of Service on the Public Library Commission under Mayor's Jordan and Brown. This person further noted her noble effort at establishing a policy of honesty and suggested that she should write about her experiences as a Commissioner.
Mr. Peter Warfield recalled Commissioner Streets service as leader of the Commission's Finance Committee and commending her diligence and hard work regretted her leaving.

Commission discussion of AGENDA ITEM #6 RESOLUTION HONORING COMMISSIONER FRAN A. STREETS

Commissioner Coulter noted Commissioner Streets had brought stability, and a focus on greater attention to financial details to the Commission and mourned her departure. Commissioner Chin observed that Commissioner Streets had served the community well and brought important and valuable expertise to the Library Commission. Commissioner Bautista lauded Commissioner Streets as a respected civic and community leader that provided the best example of good citizenship. Acting City Librarian Paul Underwood expressed Library staffs' deep thanks and heartfelt appreciation for Commissioner Streets dedication and leadership on behalf of the Library. President Higueras concluded by calling attention to commissioner Streets very significant and lasting contributions to the betterment of the San Francisco Public Library.

MOTION: by Commissioner Bautista, 2nd Commissioner Chin for approval of the proposed resolution honoring retiring Library Commissioner Fran A. Streets

Adopted by the following vote:
AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Streets)

In view of the likely loss of the meeting's quorum President Higueras continued the approval of the various minutes and other remaining agenda items to consideration at a future meeting and moved to adjournment.

AGENDA ITEM # 13 ADJOURNMENT

MOTION: by Commissioner Chin, 2nd Commissioner Bautista that the meeting be adjourned in memoriam of the late Darcus Thomas, a longtime and respected library staff member, who made significant contributions to the betterment of the library and her community.

Public comment on AGENDA ITEM # 10 ADJOURNMENT

An anonymous member of the public called the Commissioners' attention to the passing of former Library Commissioner Ellen Sanger, noting her contributions to San Francisco as a Commissioner, with the Coro Foundation, the Foundation for San Francisco's Architectural Heritage, and on the Presidio Council.

Adopted by the following vote:
AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Streets)

The meeting was adjourned at 7:45pm.

Michael Housh, Commission Secretary 9/17/04 Any amendments to these Minutes are in alternative Typeface.

ATTACHMENTS:
BLIP Manager's report notes
BLIP Budget & Schedule reports
PROP. E Hearing schedule
City Librarian Search Draft brochure layout
City Librarian Search draft text
Resolution honoring Commissioner Fran A. Streets

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

Minutes of the Library Commission Meeting of August 19, 2004

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library

Library Commission
August 19, 2004

Public Comment

City Librarian Search Progress Report

City Librarian Profile & Recruitment Brochure

Bond Program Manager's Reports

Informational Presentations
Regular Reports
Special Reports

Bond Program Manager's Reports

Informational Presentation

Status of City's Contracting Policies
Catherine Barnes, Deputy City Attorney

Bond Program Manger's Reports

Regular Reports:

Budget Report
Schedule Report
Active Projects Reports
Construction Reports
Community Outreach Update

Bond Program Manager's Report

Budget Report

Budget Report

- Recap:
  - 10-10-01 Baseline Budget & Reserve established
  - 11-15-01 Glen Park increased $88,000 for site acquisition
  - 01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
  - 05-16-02 Art Enrichment Program Funded ($302,000 from 6 projects)
  - 06-20-02 Mission Bay increased $653,000 for site acquisition
  - 12-20-02 Ingleside increased $455,000 for site acquisition
  - 02-20-03 Friends & Foundation Budget for FF&E updated
  - 04-17-03 VVA increased $716,000 for site acquisition
  - 06-26-03 DRE increased $115,281
  - 10-16-03 Relocation & Moving Budgets for SSF & EXC allocated
  - 02-19-04 Library Preservation Fund added
  - TODAY no changes

Bond Program Manager's Report

Schedule Report

Schedule Report

- Recap:
  - 10-10-01 Baseline Schedule established
  - 12-20-01 Revised Glen Park to match Developer's schedule
  - 01-17-02 Issued detailed schedules for Phases 1-2
  - 02-21-02 Revised to reflect Prop 14 strategy
    Revised Mission Bay to match Developer's schedule
  - 03-21-02 Issued detailed schedules for all Phases
  - 04-18-02 Revised to reflect Prop 14 strategy
  - 06-20-02 Adjusted projects for geographic distribution
  - 04-17-03 Revised to reflect revised Prop 14 strategy
    Revised Mission Bay to match Developer's schedule
    Revised Glen Park to match Developer's schedule
  - 02/19/04 Various changes per memo dated 2/17/04
  - TODAY No changes

Bond Program Manager's Report

Active Projects Reports

New Construction
Renovations

Active Projects Reports
New Construction

- Glen Park
  - Construction start imminent
  - Design Development Phase
- Ingleside
  - Schematic Design Phase – on hold
- Portola
  - Schematic Design Phase – on hold

Active Projects Reports
New Construction

- Visitacion Valley
  - Supermarket lease extended
  - Conceptual Design phase – on hold
- Ortega
  - Conceptual Design phase – on hold

Active Projects Reports
Renovations

- West Portal
  - Construction Documents Phase
  - Building Permit process
  - Power Pole & Neighbors
  - Interim Services
- Sunset
  - Design Development Design Phase
  - Interim Services

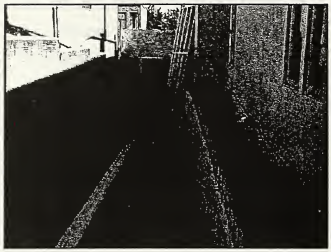
Active Projects Reports
Renovations

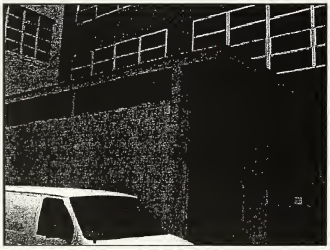
- Noe Valley
  - Schematic Design Phase
  - Permit application
- Western Addition
  - Schematic Design Phase
  - Review by RecPark & Planning
- Marina
  - Design Development Phase
  - Geotechnical Testing & Report
  - Review by RecPark & Planning

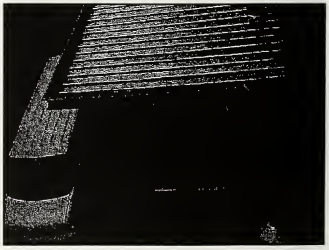
Active Projects Reports
Renovations

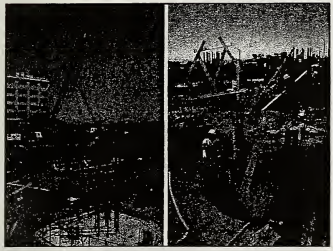
- Richmond
  - Construction Documents Phase – on hold
- Parkside
  - Expansion approved
  - Conceptual Design Phase – on hold
- Bernal Heights
  - Programming & Planning Phase
- Potrero
  - Programming & Planning Phase

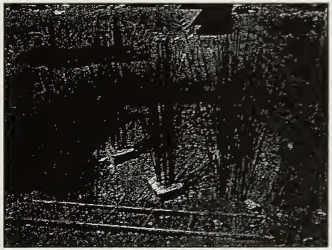
Bond Program Manager's Report
Construction Report

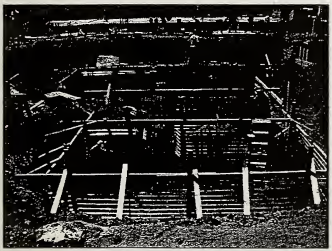












Bond Program Manager's Report

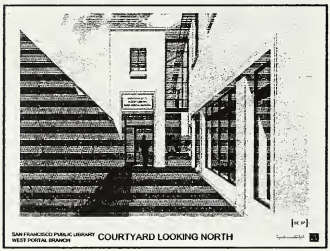
Community Outreach Update

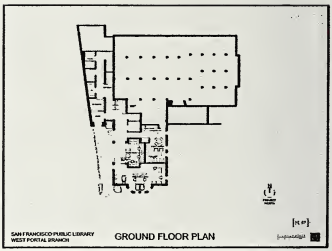
- **Library meetings:**
  09/04 Bernal Heights Community Meeting
- **Library invited:**
  None
- **Related City Boards/Commissions:**
  09/16 RecPark Commission
- **Other Outreach:**
  Website - www.sfpl.org/news/blip/improvementprogram.htm
  Newsletter - issued quarterly (Spring 2004)
  Bulletin Board – Sixth Floor

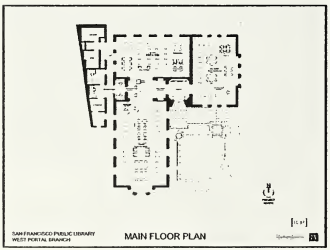
Bond Program Manager's Reports

Special Reports:

Design Review Responses-
West Portal
Noe Valley

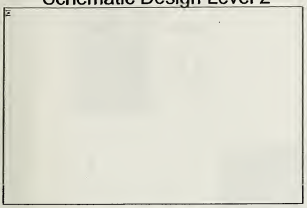






Schematic Design Level 1

Schematic Design Level 2



City Librarian's Report

Resolution Commending
Commissioner Streets

Approval of the Minutes
June 3, 2004

Approval of the Minutes
June 17, 2004

Approval of the Minutes
July 15, 2004

Friends of the Library Report

Labor Union Report

New Business

Adjournment

Branch	Contacts	Statistics	Progress Report	Schedule

Excelsior Branch

4400 Mission Street

District/Supervisor:
11 / Sandoval
Architect:
DPW Bureau of Architecture
Contractor:
CDX Builders

Bid:	**$1,793,800:**
Change Orders:	**$54,000**
Total Contract:	**$1,847,800**
Payments:	**$260,549**
Duration:	**460 days**
Extensions:	**-90 days**
Total Duration:	**370 days**
End date	**03/27/05**

Forms removed from alley ADA ramp.
Structural steel delivered to site, nailers installed.
Asbestos abatement and mechanical duct repairs underway.
Plumbing rough ins begun.
No change orders this month.

■ Design ■ Bid
□ Const □ Move in

Support Services Center

190 9th Street

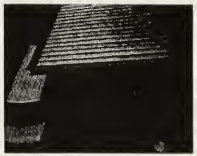
District/Supervisor:
6 / Daly
Architect:
DPW Bureau of Architecture
Tom Eliot Fisch
Contractor:
Kin Wo

Bid:	**$493,000***
Change Orders:	**$46,840**
Total Contract:	**$539,840**
Payments:	**$132,275**
Duration:	**120 days**
Extensions:	**38 days**
Total Duration:	**158 days**
End Date:	**09/30/04**

* **$181,027 Bond funds**

Loading dock, CMU & roof installations complete. Drain connection to sewer begun.
Marmoleum, HVAC & shelving 90% complete.
Windows & door frames, lockers complete.
Street improvement plans submitted 7/9.
No change orders this month.

■ Design ■ Bid
□ Const □ Move in



Branch	Contacts	Statistics	Progress Report	Schedule
Mission Bay Branch 4th and Berry Streets	**District/Supervisor:** 6 / Daly **Architect:** Santos Prescott Hardison Komatsu Ivelich & Tucker **Contractor:** Cahill Construction **Developer:** Mercy Housing SF Redevelopment Agency	**Bid:** $2,433,635 **Change Orders:** $26,529 **Total Contract:** $2,460,164 **Payments:** $113,775 **Duration:** 638 days **Extensions:** 0 days **Total Duration:** 638 days **End Date:** 12/06/05	100% of piles fabricated, 90% installed. Pile driving continues. Piles being cut down, rebar for pile caps delivered & installation begun. Change order #2 approved this month, various changes.	 ■ Design □ Const □ Move in

CURRENT B / REPORT-2000 Branch Library Improvement Bond Program
August 19, 2004

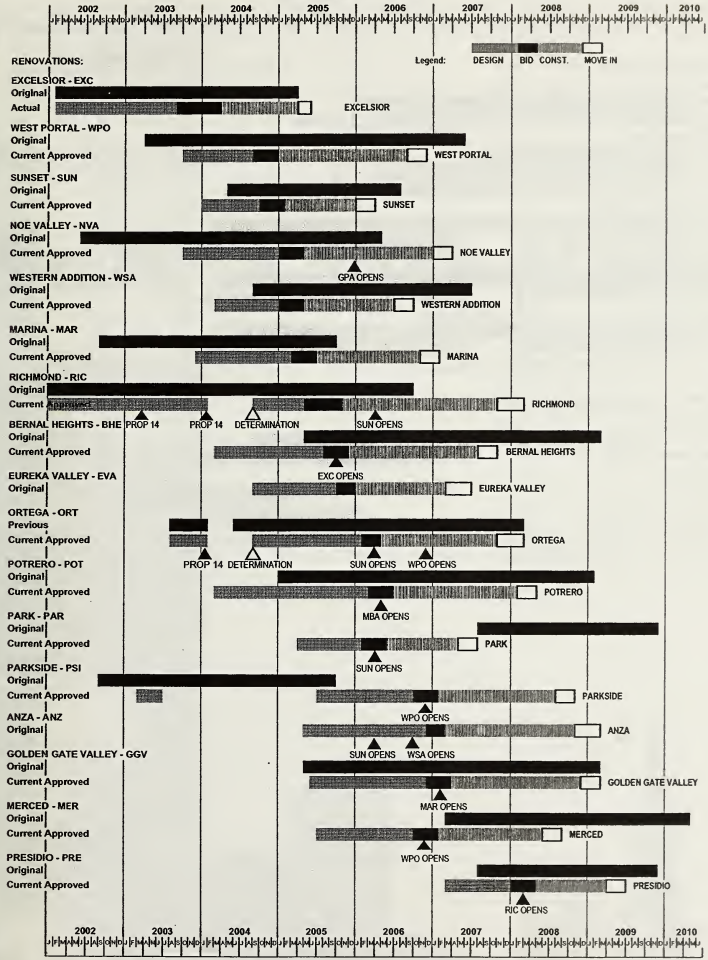
Branch	BUDGET		REVENUE			FUND STATUS		EXPENDITURES/ENCUMBRANCES	
			FUND STRATEGY						
	Baseline Budget (10/01)	Approved Budget (1/04)	City Prop. A Bonds	Other Funds	Total All Sources	Appropriated	Total Available	Actual 31-Jul-04 B	New This Month
Site Acquisitions & New Construction									
Glen Park	4,570,000	4,681,000	4,681,000		4,681,000	4,728,250	4,728,250	212,411	-
Ingleside	4,570,000	4,843,000	1,943,000	2,900,000 (1)	4,843,000	2,890,000	2,890,000	2,535,048	(1,405)
Mission Bay	3,350,000	3,957,000	3,957,000		3,957,000	3,957,000	3,957,000	3,523,408	1,902
Portola	4,570,000	4,388,000	1,988,000	2,400,000 (1)	4,388,000	2,435,000	2,435,000	1,876,752	-
Visitacion Valley	5,320,000	5,826,500	5,826,500		5,826,500	2,870,000	2,870,000	2,232,306	-
Support Services	9,080,000	8,876,000	8,876,000		8,876,000	8,626,000	8,626,000	8,622,087	7,671
SUBTOTAL	*31,460,000*	*32,571,500*	*27,271,500*	*5,300,000*	*32,571,500*	*25,506,250*	*25,506,250*	*19,202,012*	*8,368*
Renovations									
Anza	4,740,000	4,503,000	4,503,000		4,503,000				
Bayview	3,820,000	3,629,000	3,629,000		3,629,000			18,690	
Bernal Heights	5,350,000	5,082,500	5,082,500		5,082,500			64,734	10,002
Eureka Valley	4,580,000	4,351,000	4,351,000		4,351,000			18,202	
Excelsior	3,820,000	3,649,000	3,649,000		3,649,000	3,629,000	3,629,000	2,748,697	(95,999)
Golden Gate Valley	5,340,000	5,073,000	5,073,000		5,073,000	50,000	50,000		
Marina	4,110,000	3,904,500	3,904,500		3,904,500	976,125	976,125	525,831	
Merced	4,200,000	3,990,000	3,990,000		3,990,000	-	-		
Noe Valley	4,410,000	4,189,500	4,189,500		4,189,500	1,047,125	1,047,125	734,856	111
North Beach	3,460,000	3,287,000	3,287,000		3,287,000	821,750	821,750	118	
Ortega	3,560,000	3,382,000	3,382,000		3,382,000	350,000	350,000	140,788	-
Park	1,310,000	1,244,500	1,244,500		1,244,500	-	-		
Parkside	2,880,000	3,236,000	3,236,000		3,236,000	2,736,000	2,736,000	89,204	
Potrero	4,230,000	4,018,500	4,018,500		4,018,500	-	-	15,857	
Presidio	1,530,000	1,453,500	1,453,500		1,453,500	353,400	353,400	124,894	
Richmond	7,630,000	7,141,500	41,500	7,100,000 (1) (2)	7,141,500	2,441,500	2,441,500	994,313	-
Sunset	1,490,000	1,415,500	1,415,500		1,415,500	1,415,500	1,415,500	247,469	-
West Portal	4,110,000	3,904,500	3,904,500		3,904,500	976,125	976,125	687,058	743
Western Addition	3,430,000	3,258,500	3,258,500		3,258,500	-	-	73,798	9,824
SUBTOTAL	*74,000,000*	*70,713,000*	*63,613,000*	*7,100,000*	*70,713,000*	*14,796,525*	*14,796,525*	*6,484,289*	*(70,141)*
Program-Wide Services & Costs									
Library Program Costs	800,000	800,000	800,000		800,000	600,000	600,000	569,771	(3,130)
Program Consultants	750,000	750,000	750,000		750,000	562,500	562,500	123,248	(339)
City Program Management	3,600,000	3,600,000	3,600,000		3,600,000	1,013,822	1,013,822	1,146,268	21,406
Real Estate Dept	120,000	235,281	235,281		235,281	235,281	235,281	235,281	0
Art Enrichment Program	0	302,000	302,000		302,000	302,000	302,000	118,721	726
Program Interim Services	0	438,400	253,542	184,858 (4)	438,400	300,000	300,000	251,412	0
Relocation & Moving Reserve	4,360,000	410,000	94,858	315,142 (4)	410,000	0	0		0
Furniture & Equipment Reserve	15,000,000	16,000,000	0	16,000,000 (3)	16,000,000	0	0		0
Bond Financing Costs	1,500,000	1,500,000	1,500,000		1,500,000	338,622	338,622	290,051	0
Program Reserve	1,675,000	7,444,819	7,444,819		7,444,819	0	0		0
SUBTOTAL	*27,805,000*	*31,480,500*	*14,980,500*	*16,500,000*	*31,480,500*	*3,352,225*	*3,352,225*	*2,734,752*	*18,665*
TOTAL	133,265,000	134,765,000	105,865,000	28,900,000	134,765,000	43,655,000	43,655,000	28,421,053	(43,108)

(1) Prop. 14 State Grants
(2) Earthquake Safety Program funds remaining for Branch Libraries ($2,400,000 for Richmond)
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Library Preservation Fund approved by Library Commission ($800,000) 1/04

Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report

Approved February 19, 2004



Branch Library Program Summary Schedules

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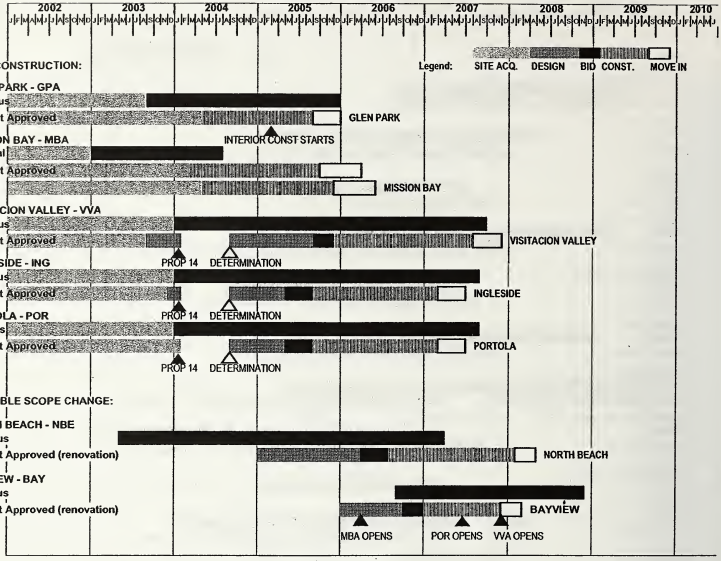
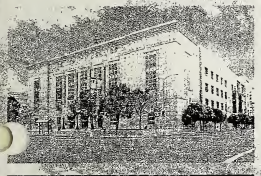
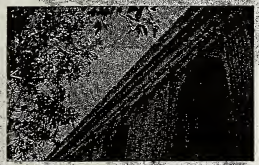
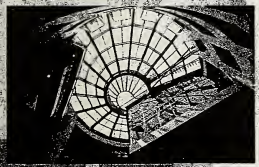


The City of

San Francisco



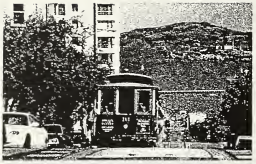


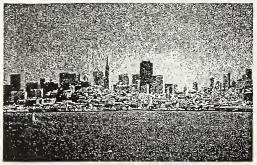


Announces an
Employment
Opportunity

City Librarian

San Francisco Public Library





The City

The Main Library features three works of art commissioned by the San Francisco Art Commission and planned in conjunction with the library architects, James Ingo Freed of Pei Cobb Freed & Partners and Cathy Simon Martin–Vegue Winkelstein Moris.

Artists Alice Aycock, Nayland Blake, Ann Hamilton, and Ann Chamberlain were selected to work with the architects. The resulting art was funded by a city ordinance that allocates up to two percent of the project cost of new buildings for art enrichment. Since the inauguration of the new building, the Public Library has installed three other works. Art by Enrique Chagoya, Emanuel Paniagua, and George Rickey was acquired through the San Francisco Art Commission.

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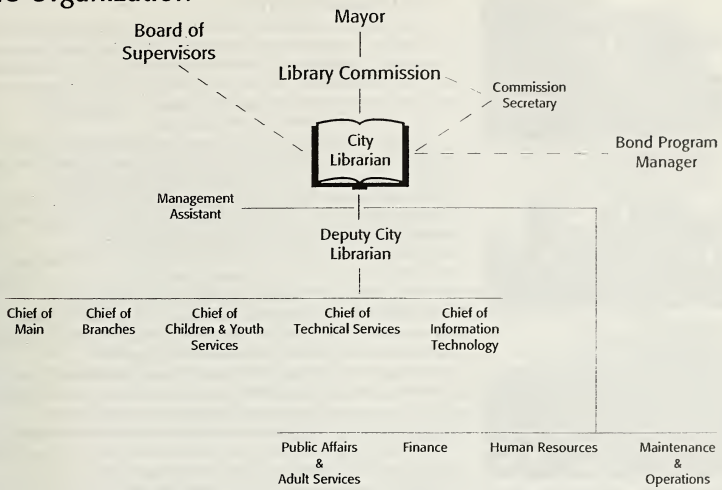
The Organization



The Position

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The ideal candidate will possess the following attributes:

- Outstanding proven leadership and vision in successfully managing a major library system.
- Outstanding Bay Area Rapid Transit connects San Francisco to cities to the East and Southward down the Peninsula, including a direct connection to San Francisco International Airport.
- Outstanding proven leadership and vision in successfully managing a major library system.
- Outstanding within the City, the Muni system serves and the major bus/streetcar mode of transportation with other bus lines operating to and from Marin County to the North.
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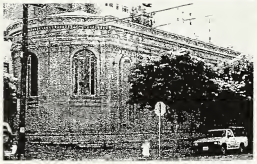

The Qualifications

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The Selection Process

Candidates for this position will initiall be evaluated by The Hawkins Company (Consultant). The most qualified individuals will be invited to participate in the next phase of the selection process. To be considered for this outstanding career opportunity, please submit a letter of interest and résumé as soon as possible, but no later than September 3, 2004 to:

The Compensation and Benefits

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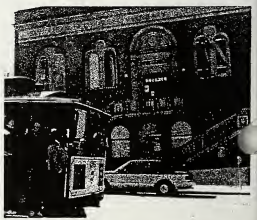

THE HAWKINS COMPANY

William D. Hawkins
The Hawkins Company

5455 Wilshire Blvd., Suite 1406
Los Angeles, CA 90036
(323) 933-3337 Ext. 14
(323)933-9765 Fax
bill@thehawkinscompany.com

THE CITY

San Francisco, the City of St. Francis, is a city of excellence and tolerance that welcomes all to enjoy what it has to offer. Known as the "City by the Bay," San Francisco is a world class city and serves as a center for business, commerce and culture on the West Coast. The City has a population of approximately 800,000, spread over a 46.7 square mile area surrounded on three sides by the Pacific Ocean and the San Francisco Bay, and is one of the most diverse communities in the United States.

A recent ranking by Mercer Management Consulting ranked San Francisco as the #1 city in the Continental U.S. for having the best quality of life, but it's the city's natural setting, numerous parks, compelling history, unique neighborhoods, and lively arts and music scenes that give life to what the city means to people. The City is a cultural wonderland, an ethnic treasure chest, where custom, tradition and history are preserved, celebrated and shared. Beyond the city borders, the Northern California region offers so much: the Pacific Coast to the north and south, the wine country in the Napa and Sonoma region, the Sierra Nevada mountain range including Yosemite and Lake Tahoe.

San Francisco and its distinct neighborhoods have rich cultural and historic roots making it a true melting pot. From Chinatown to the Russian communities in the Richmond District, San Francisco is a multilingual city that boosts great culinary and cultural experiences. In essence, San Francisco is a great place to live and work! As William Saroyan, California author and native son once observed, "No city invites the heart to come to life as San Francisco does. Arrival in San Francisco is an experience in living...."

THE CITY GOVERNMENT

San Francisco is the only city in California that is also a county. Its governing powers are vested in an 11-member Board of Supervisors. The Supervisors are elected by district, each serving a four-year term. The Mayor, the chief executive of the city, is elected by the voters for a four-year term, as are the city assessor, treasurer, attorney, public defender, district attorney and sheriff. San Francisco's city administrator and controller are appointed by the mayor, who also appoints members of various boards, commissions, authorities and agencies. Exceptions are the unified school district and community-college board, which are elected by the voters. San Francisco is a charter city and can amend its power at the polls without permission from the California legislature.

THE LIBRARY

The San Francisco Public Library (SFPL) is a complex, multi-layered and highly visible institution dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for a diverse community. SFPL is nationally recognized for its diverse collection, highly skilled and dedicated staff, and strong public support.

The Library system includes a Main Library of 376,000 square feet, 26 branches, a 45,000 square foot support services center, and five bookmobiles. SFPL has a collection of 2,304,316 items housed at its branches and the Main Library including books, videos, CD's, DVD's and audiocassettes. Over 6.8 million people visited its facilities in fiscal 2003-2004. The proposed operating budget for 2004/05 is $59 million and includes over $5.5 million for books and materials, and $1.1 million in capital projects.

The Library system enjoys tremendous support from its community, which voted in 2000 to approve a $109 million bond measure to renovate and upgrade 19 branch libraries, replace four rented facilities, build a new branch in the Mission Bay Neighborhood, and create a Support Services Center. In addition, voters approved in 1994, a fifteen year Library Preservation Fund that provides a tax set-aside formula for funding library operations.

The Board of Supervisors recently established The Library Citizens Advisory Committee (CAC) as a vehicle for discussing and making recommendations to the Board regarding expenditures of library bond monies, the implementation and prioritization of library plans and programs, and the efficiency and scope of Library operations and services to the public. In 1988, the Council of Neighborhood Libraries was established and continues to serve as a vital link between Library administration, the branches, and the community.

Citizens are committed to volunteering time, offering input at Commission meetings and other gatherings, and donating resources to enhance the Library system. Fundraising support is strong and the Library's key support organization, Friends of San Francisco Public Library has been in existence for over 40 years and was strengthened through its merger with the Library Foundation in 1999.

The Library Commission approved a new strategic Plan in October 2003, which establishes three broad service priorities: ***General Information; Lifelong Learning; and Current Topics and Titles.***

POSITION

The City Librarian is appointed by the Mayor and reports to the seven-member Library Commission appointed by the Mayor. Subject to the policy determination of the Library Commission, the City Librarian is responsible for the administration and operation of the public library department which includes directing the activities of seven divisions and all library professional and non-professional personnel totaling over 850 (595.7 FTE). The City Librarian is responsible for: coordinating, developing and executing policies and methods relating to the administration of the library system.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Develops, recommends, coordinates, and implements policies approved by the Library Commission to achieve the goals, plans and mission of SFPL.
- Provides leadership within the city relative to library related issues and serves as the department's chief spokesperson and advocate.
- Maintains strong and effective relationships and communications with the Mayor's office, Board of Supervisors, Library Commission, Controller's office, library support groups, library employees and the public.
- Works closely with the Library Commission in developing strategic initiatives aimed at maintaining strong service levels, enhancing organizational effectiveness, and promoting SFPL as a premier institution.
- Prepares and presents periodic reports, conducts studies and makes policy recommendations to the Commission.
- Provides leadership and direction to staff to promote teamwork, ensure accountability, and effective communications including opportunities for input and feedback.
- Selects, develops, motivates, evaluates, and disciplines subordinate staff to enable achievement of program objectives; works closely with labor organizations to ensure strong labor/management relations.
- Develops and enhances funding for library services through grant acquisitions, strategic alliances, innovative programming, legislative advocacy, and donor solicitation.
- Provides innovative leadership through the implementation of best practices consistent with the diverse needs of the library system in the areas of: collection development, marketing and public relations, technology, program development, and branch and Main operations.
- Develops, presents, and manages department's budget, and oversees the expenditures of funds to ensure prudent utilization of all department resources.
- Directs the efforts of the Library Bond Program to ensure that capital projects are properly managed within mandated guidelines.
- Administers the upkeep and maintenance of library property.
- Represents SFPL at local, regional and national levels to enhance opportunities for funding, program development, and professional development.
- Performs other job related duties as assigned.

KEY CHALLENGES

THE IDEAL CANDIDATE

The City Librarian will possess a track record of demonstrated leadership, proven accomplishments and superior performance, at a senior level, in a sophisticated, diverse urban library system comparable to San Francisco. He/she must be a strong visionary and decisive leader with excellent interpersonal and communication skills, and the ability to build consensus internally and externally. Experience in an urban, ethnically diverse community is essential.

Candidates must be politically astute and comfortable working in a complex political environment with multiple stakeholders that are actively involved. Typically, candidates for this position will possess a Master's degree in Library Science from an accredited library school with an advanced degree in public or business administration being desirable. Experience should include a minimum of 8 to 10 years of experience at a senior management level.

Additional skills and abilities include:

- Comprehensive knowledge of the principles and practices of librarianship, including operating a public service program through a Main Library and branch library system, and the support services required for public service.
- Thorough knowledge and understanding of the latest trends and effectiveness of balancing technology with traditional library services to meet the needs of library users.
- Strong track record in promoting library services and building broad political and community support for a library system.
- Experience successfully managing a large, multi-year capital improvement program, while maintaining operations at the effected facilities.
- Outstanding strategic planning, analytical and problem solving skills.
- Personable; willing to listen and consider varying perspectives and ideas, yet able to make informed decisions in a timely manner.
- Inclusive management style with excellent consensus building skills and willingness to delegate responsibility accordingly.
- Results oriented, energetic, innovative and willing to think outside-of-the-box.
- Experience working effectively with organized labor, and knowledgeable of personnel and labor relations principles, policies and practices.
- Customer focused and responsive to all library stakeholders.

- Exceptional team building and collaborative leadership skills with strong mentoring and staff development expertise.
- Proven management skills in budget development and fiscal management including resource development via grants, contracts, and private funding.
- Commitment to the delivery of library services equitably, while recognizing the uniqueness of a diverse system of branches.
- Willingness to take leadership role regarding controversial issues such as the USA Patriot Act, Internet filtering, freedom of information issues, RFID, health and safety issues, and resource allocation.
- Strong community outreach skills and experienced as an effective library spokesperson.
- Strong political acumen and highly skilled in working with elected and appointed officials in a proactive, informative and responsive manner, especially in dealing with sensitive issues surrounding community-interest.
- Excellent written and verbal communications; able to make effective presentations in a variety of settings.
- Outstanding personal and professional ethics and integrity.

COMPENSATION AND BENEFITS

SELECTION PROCESS

SAN FRANCISCO PUBLIC LIBRARY

CITY LIBRARIAN EXECUTIVE SEARCH STAKEHOLDER ENGAGEMENT PROCESS REPORT

August 19, 2004

The Hawkins Company
5455 Wilshire Blvd. Suite 1406 • Los Angeles, California 90036
323-933-3337 323-933-9765/Fax
www.thehawkinscompany.com

SAN FRANCISCO PUBLIC LIBRARY, CITY LIBRARIAN
EXECUTIVE SEARCH
STAKEHOLDER ENGAGEMENT PROCESS

BACKGROUND

As part of the San Francisco Public Library's City Librarian executive recruitment, the Library Commission has initiated efforts to involve stakeholders in the identification of key attributes for the position and the key challenges facing the next City Librarian. Under the direction of the Library Commission, SFPL and its search consultant designed a process to solicit input from Commissioners, staff, supporters, volunteers, patrons and residents. The outreach efforts included:

a) 4 MEETINGS FOR STAFF
b) 7 COMMUNITY MEETINGS
c) SURVEY FORMS

Meeting notices and surveys were available at each branch; surveys and meeting announcements were placed on SFPL's website, press releases were sent to local media outlets, and employees were notified through traditional employee communication vehicles.

SUMMARY OF STAFF MEETINGS

The staff of SFPL was eager to provide input to the Commission regarding the selection of a new City Librarian. The comments were thoughtful, and reflected the staff's strong sense of commitment to the San Francisco Public Library. A complete transcript of their comments is available as an addendum. We would like to highlight what appeared to be significant recurring themes.

- There is a strong desire to create an inclusive institution that values all stakeholders and allows for effective communication at all levels.
- SFPL must function as a cohesive library system that integrates the Main with the branches in a comprehensive and collaborative manner.
- The City Librarian should be a highly skilled library professional with strong leadership, staff development and service delivery skills.
- The City Librarian must be: creative, proactive, participatory, responsive, smart, caring, approachable and decisive.
- The ability to deal with and provide leadership around polarizing issues such as: books vs. computers; RFID technology; and renovation.
- A belief that the City Librarian must possess experience working in a union environment with good negotiation and consensus building skills.
- A need to focus on resource development/allocation through traditional and non-traditional methods and strong advocacy skills are required to garner support for the Library.

- Candidates must be politically savvy and willing to champion the library, its programs and employees. Strong outreach skills are required.
- A commitment to diversity in all areas.

SUMMARY OF COMMUNITY MEETINGS

While the overall turnout for the community meetings was minimal, the input was consistent at each of the seven meetings. Attendees at the community forums were given an overview of the search process and allowed to express their ideas and opinions relative to candidate attributes and key challenges facing the next City Librarian. The transcript of these meetings is also an addendum to this report. In general, the community was quite supportive of the library system. Some popular themes included:

- A need to improve communications between Main, branches and public.
- Strong desire for more computers in underserved areas.
- A need to better promote reading and usage of the library through various outreach programs, including partnerships with schools, etc.
- Dealing with RFID, collection development policy, and the role of the "public" library in a major urban center.

Participants at the community meetings wanted a City Librarian who:

- Is visible and involved with the branches as well as system-wide issues and activities.
- Can effectively advocate for more services through fund development.
- Is a strong, creative, and politically astute leader.
- Has experience in a diverse community and in a union environment.
- Is committed to books, but understands how to balance the need for other services.

SUMMARY OF SURVEY RESULTS

As part of the outreach process, the San Francisco Public Library invited staff and the community to participate in a City Librarian Search Survey. The purpose of the survey was to seek broad input on the most important attributes and priorities for the new City Librarian to address. The survey was made available to SFPL employees and patrons.

The survey was divided into two (2) sections. Section 1 dealt with the qualities the City Librarian should possess. Section 2 focused on the key attributes of the City Librarian and SFPL'S top priorities and challenges. The following is the compilation of the surveys.

SECTION I

Survey participants were asked to rate 26 areas with regard to the qualities the new City Librarian should possess. Items were rated on a scale of 1 to 5, with 5 being the highest in terms of importance in selecting a new City Librarian.

Scale	Rating
5	Most Important
4	More Important
3	Important
2	Less Important
1	Least Important

The following ranks, in descending order, the average score for each quality within Section I of the survey.

Area	Average
Good listener/responsive to needs & concerns of staff, customers and community.	4.82
Experience working in a unionized environment.	4.82
Excellent interpersonal skills.	4.68
Cognizant of issues important to Library staff.	4.62
Ability to address conflicting goals & build consensus.	4.57
Ability to build a team/lead collaboratively.	4.51
Experience working with diverse populations.	4.34
Success in building partnerships and collaborations.	4.32
Articulate communicator/dynamic presence.	4.31
Strong record of support for Library Bill of Rights and issues of censorship.	4.30
Demonstrated track record in setting high standards and expectations; commitment to achieving goals.	4.18
Committed to the ALA Code of Ethics.	4.18
Experience in visioning; strategic and long-term planning.	4.17
Professionally educated with a Masters in Library Science.	4.16
Promote Library Mission and Values in the community.	4.11
High energy and visionary leadership.	4.08
Lobby City Hall decision makers for greater library services.	4.08
Willingness to challenge status quo/initiate change.	4.05
Politically astute but non-political.	3.98
Experience in budget development and fiscal management.	3.94
Experienced library executive.	3.84
Experience running a municipal library department.	3.83
Experience with technology and its usage in library and information services.	3.78
Experience in fund raising and building support for programs and services.	3.77
Capital projects management experience including infrastructure development	3.62
Experience heading a large non-library institution.	2.54

SECTION II

Respondents were asked about key personal and professional attributes that the City Librarian should possess and what are the top challenges facing the San Francisco Public Library System.

The following responses are related to the key personal and professional attributes that the City Librarian should possess:

- Straightforward, Experience, MLS
- Open-Minded
- Strong Principles, Un-compromised, Incorruptible
- Approachable
- Appreciation for Staff Concerns
- Balanced Life and People Skills
- Trustworthy, Responsive
- Patient
- Commitment, Negotiation Skills, Communication Skills
- Visionary
- Team Builder, Mentor to Staff
- Finance and Public Administration Education
- Savvy, Well-trained
- Personality, Education
- Aware, political Savvy
- Strong stance against RFD
- Assisting special needs
- Dynamic, Charismatic, Ability to complete projects
- Good Listener
- Motivated, Professionalism
- Non-political, MBA
- Forward THINKING, Effective
- Technology Savvy
- Leadership, hands on management, intellectual curiosity
- Humor, Reader, Accessible, Arts Experience
- Advocate at City Hall, Comfortable with being in the Public eye
- Articulate, Diplomatic, Assertive, Organized, Dedicated, Long Vision
- Willingness to be new, Pro-Union, Inspiration to Staff, MS-Library Science

The following responses are related to the top challenges/priorities that the San Francisco Public Library System faces:

- Addressing Post Occupancy Evaluation at the Main
- Branch Renovations
- Implementation of strategic plan
- Budget management
- Availability of books, Clean Restrooms, More Computers
- Money, Staff Morale, Technology
- Technology, Maintaining Mission
- Privacy, New Branches, Staffing issues
- Gadflies, Politics
- Lack of Funding, Patron Relations, Technology Implementation
- Book Collection, Shelving, Homeless Patrons
- Bond Implementation, Prop. E Renewal, Securing Funds
- Political Environment
- Library Integration, Friends of the SFPL
- Implementing branch Library Improvement Program
- Communication, Promotions
- Use of RFID, Patriot Act
- Privacy Polices, Accessibility, Keeping Library Clean
- Weak branch system
- Unaccountability
- Bureaucracy
- Public Relations, Capital Campaign,
- Reserves, Ensuring Capable Staff, Motivating Staff
- Diverse Staff & Clientele, Political Climate
- HR, Support from City Hall & Board of Supervisors
- Internal Organization
- Damaged Books, Facilities, Thefts
- Get Rid of vagrants, provide stronger services to teens, Maintain existing budget
- Adapting new technology, Reaching-out to the community.

RESPONDENTS

The following is a summary of the respondents to the survey conducted for the San Francisco Public Library City Librarian.

Identity	# Responded	Percent
SFPL EMPLOYEES	75	66%
SF RESIDENTS	31	27%
STUDENTS	5	3%
OTHER	2	2%
TOTAL RESPONDED:	**113**	**100%**

BRANCH	DATE/TIME OF PROP E MEETING	COMMISSIONER
ANZA	Weds.- Sept. 15 – 7pm	
BAYVIEW/A. WADEN	Tues.- Oct. 12 - 7pm	
BERNAL HEIGHTS	Sat. - Oct. 16 – 2pm	
CHINATOWN	Sat. - Oct. 16 – 2pm	
EUREKA VALLEY/H MILK	Mon.-Sept. 27 -7pm	
EXCELSIOR	Tues. - Oct. 12 - 7pm	
GLEN PARK	Tues. - Sept. 21-7pm	
GOLDEN GATE VALLEY	Weds. -Sept. 29 -7pm	
INGLESIDE	Mon. - Sept. 13 -7pm	
MAIN LIBRARY	Weds. -Sept. 29 -7pm	**Com. Strobin**
MARINA	Mon. - Sept. 13 -7pm	
MERCED	Mon. - Sept. 20 - 7pm	
MISSION	Weds.- Sept. 15 -7pm	
MISSION BAY	Thurs. –Sept. 23 -7pm	
NOE VALLEY/S. BRUNN	Tues.- Sept. 21 -7pm	
NORTH BEACH	Mom.- Sept. 20 -7pm	
OCEAN VIEW	Thurs.-Sept. 23 - 7pm	
ORTEGA	Weds.-Sept. 22 - 7pm	
PARK	Weds.- Sept. 22 - 7pm	
PARKSIDE	Tues.- Oct. 5 - 7pm	
PORTOLA	Tues.- Sept. 28 -7pm	
POTRERO	Sat.- Oct. 2 - 2pm	

PRESIDIO	Tues.- Sept. 28 -7pm_____
RICHMOND	Thurs.-Sept. 30 - 7pm_____
SUNSET	Mon.- Sept. 27 - 7pm_____
VISITACION VALLEY	Tues.- Oct. 5 -7pm _____
WEST PORTAL	Thurs.-Sept .30 -7pm _____
WESTERN ADDITION	Sat.- Oct. 2 – 2pm _____

PROP E HEARINGS SCHEDULE – FALL 2004

Monday	*Tuesday*	*Wednesday*	*Thursday*	*Friday*	*Saturday*
9/13 - 7:00		**9/15 – 7:00**			
Ingleside		Mission			
Marina		Anza			
9/20 – 7:00	**9/21 – 7:00**	**9/22 – 7:00**	**9/23 – 7:00**		
Merced	Noe Valley	Ortega	Ocean View		
North Beach	Glen Park	Park	Mission Bay		
9/27 – 7:00	**9/28 – 7:00**	**9/29 – 7:00**	**9/30 – 7:00**		
Sunset	Presidio	Main	West Portal		
Eureka Vall	Portola	Golden Gate	Richmond		
					10/2 – 2:00
					Potrero
					Western Ad
	10/5 – 7:00				
	Parkside				
	Vis Valley				
	10/12 – 7:00				**10/16 – 2:00**
	Excelsior				Bernal
	Bayview				Chinatown

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San Francisco Public Library

WHEREAS, the San Francisco Public Library Commission is pleased to RECOGNIZE, HONOR, and COMMEND the many significant contributions which Library Commissioner FRAN A. STREETS has made to the betterment of San Francisco's public library system during her decade of service as a member of the Library Commission; and

WHEREAS, FRAN STREETS joined the Library Commission in 1994 and served with honor and distinction through the opening of the Main Library, the commissioning of a post occupancy evaluation, and was instrumental in bringing sound financial management to the institution; and

WHEREAS, FRAN STREETS was active in the development of the African American Center, providing a Bay Area wide cultural resource for people to explore African American literature, history, politics, science, religion, art, music and more; and

WHEREAS, the important personal contributions of FRAN STREETS, a highly respected civic and community leader, have significantly enhanced the prosperity, cultural, economic, political, and social enrichment of our city and well being of the people of San Francisco, the Bay Area, and indeed all California; and

WHEREAS, the San Francisco Public Library Commission will SALUTE Commissioner FRAN STREETS, as an outstanding exemplar of the high ideals of professional achievement, personal character, and community leadership at its regular meeting on August 19, 2004; Now,

Therefore, Be It Resolved that the SAN FRANCISCO PUBLIC LIBRARY COMMISSION, in RECOGNITION and HONOR of her outstanding exemplary leadership and dedicated hard work as a member of the Commission, does hereby RECOGNIZE, HONOR, COMMEND and THANK

FRAN A. STREETS

Charles A. Higueras, AIA
President
San Francisco Public Library Commission

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